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GOVERNMENT OF INDIA,

DEPARTMENT OF FINANCE AND COMMERCE.

THE

CIVIL TRAVELLING ALLOWANCE CODE.

Second Edition.

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CIVIL TRAVELLING ALLOWANCE CODE.

CHAPTER I.

Extent and Commencement of Application.

1. The general Rules in this Code apply to all Officers in Civil employ except Officers of the Marine Department holding appointments afloat or in dockyards. The Rules applying to Officers of the Marine Department holding appointments, as specified, are contained in Appendix A to this Code.

Except in cases in which it is otherwise provided in the Transport or other Military Regulations, or in which it may be otherwise specially sanctioned by the Government of India, the Travelling Allowance of clerks in all Military offices are regulated by this Code.

RULE.—The Rules in this Code do not apply to Officers paid from a local fund or from any sources, other than general revenues, under the control of any Government Officer; but the Travelling Allowance paid to such Officers shall not, without the express sanction of the Government of India, exceed what would be admissible to similar Officers under this Code.

2. This Code came into force from the 1st April 1883. No standing order not contained in it should be relied on or quoted in deciding or submitting for orders any question affecting the Travelling Allowance of Officers in Civil employ. If any Officer thinks that any order not embodied in the Code ought to be revived, he should refer the question through the proper channel to the Government of India. Without the special authority of the Government of India, no such order is valid.

CHAPTER II.

Definitions.

3. In this Code, unless there be something repugnant in the subject or context,—

(*a*) Words defined in the Civil Pension, Leave and Pay and Acting Allowance Codes, have the meaning which is therein assigned to them.

(*b*) The Government of India in each Department exercises, in respect to Officers serving under it and not under any Local Government, the powers of a Local Government, except under section 7, Rules 1 and 2, and section 70. In section 7, Rules 1 and 2, and in section 70 "Local Government" does not include the Head of a Department. In Schedule F, "Local Government" includes only the Governments of Madras, Bombay, Bengal, North-Western Provinces, and Punjab.

(*c*) "Railway" includes "steam-tramway."

(*d*) "Public Conveyance" means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers.

[NOTE.—The term includes such conveyances as the "express" tongas and dâk carriages plying between Simla and Amballa, and palanquins plying in connection with the Pathankot-Dalhousie dooly dâk.]

(*e*) "Actual Travelling Expenses" mean the actual cost of locomotion for an Officer himself, his servants, and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment (when necessary); but not including charges for hotels, dâk bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, &c.

(*f*) "Senior Port Officers" are—

(i) The Port Officers of Calcutta, Madras, Bombay, Rangoon, Kurrachee, Aden, Akyab, and Maulmain.

(ii) The Deputy Port Officers at Calcutta and Madras.

(iii) The 1st Assistant Port Officers at Calcutta, Madras, and Bombay.

(iv) The 2nd Assistant Port Officer at Madras.

(v) The Conservator, River Indus.

All other Port Officers are included in the term "Junior Port Officers."

(*g*) "Ministerial Officer" includes a "Menial Servant."

(*h*) Travelling "by road" includes travelling by river, otherwise than in a river steamer, and by canal.

[NOTE.—Canal steamers and steam launches are treated as boats.]

(*i*) "Bombay Presidency" includes "Sind."

(*j*) "Chaplain" includes any minister, whether in Government service or not, performing under proper authority the duties of a Chaplain.

(*k*) "Day" means a calendar day, beginning and ending at midnight.

(*l*) "Camp equipment" includes tents and the requisites for pitching and furnishing them.

(*m*) "Camp equipage" means the apparatus for moving a camp.

(*n*) "Family" includes the wife and legitimate children and step-children of an Officer residing with and wholly dependent on him. It also includes a mother or an adult sister residing with, and wholly dependent on, the Officer, if he is unmarried or a widower.

4. Officers are, for the purposes of this Code, divided into four classes—

(*a*) The first class includes Covenanted Civil Servants (including Native Civil Servants and Probationers for the Native Civil Service), Military Commissioned Officers (including Officers holding honorary commissions), Warrant Officers[1] of the 1st class, Chaplains, the Officers mentioned in Schedule A (whatever be their pay), and any other Officer who holds an appointment the pay or maximum pay of which exceeds ₹500.

(*b*) The second class includes Warrant Officers[1] of the second class, Non-Commissioned Military Officers, Assistant Surgeons, Civil Apothecaries in Madras, Probationary and Assistant Superintendents of the Post Office, Sub-Deputy Collectors in Bengal and Assam, Assistant Deputy Educational Inspectors in Bombay, and any other Officer not included in Class I who holds an appointment the pay or the maximum pay of which exceeds ₹100.

(*c*) The third class includes all officers in superior service not included in the first or second classes.

[NOTE.—For the purposes of the Civil Travelling Allowance Code, a Subordinate Police Officer, whose pay exceeds ₹10 a month, is treated as an officer in superior service.]

(*d*) The fourth class includes all Officers in inferior service.

Explanation.—Pay of appointment in this section is used in the

[1] The grades of Warrant Officers are—

1st class . .	Deputy Commissary. Assistant Commissary. Deputy Assistant Commissary.
2nd class . .	Conductor. Sub-Conductor (Military Pay Code, Vol. I, Article 1342).

Of the Subordinate Medical Department, Senior Apothecaries rank as 1st class Warrant Officers (Military Pay Code, Vol. I, Article 1349).

sense in which the term is defined in section 2, Pay and Acting Allowance Code.

Exception.—Babu Bissessur Nath Banerji, Junior Superintendent of Survey, Midnapore, has been specially admitted to the first class while he holds that appointment.

RULE 1.—The Local Government may declare to what class an Officer whose whole time is not retained for the Public Service, or who is paid partly or wholly by fees, belongs and to what daily allowance such an Officer is entitled; provided that no Officer of the second class may receive a higher daily allowance than ₹3, and no Officer of the first class may, without the sanction of the Government of India, receive a higher daily allowance than ₹5.

[NOTE.—In Bombay the travelling allowance of Government Pleaders is regulated by special local rules.]

2.—An Officer on Special Duty belongs, in the absence of a special order of the Local Government to the contrary, to the class to which he belonged immediately before he was placed on such duty.

3.—An Officer during transfer from an appointment in one class to an appointment in another class belongs to the class to which he would belong if holding the lower of the two appointments.

CHAPTER III.

General Rules.

5. The Government of India reserves to itself the right of modifying the Rules in this Code as may, from time to time, seem to it expedient, and of interpreting them in case of dispute.

6. Travelling Allowance is given to an Officer to cover the actual travelling expenses incurred by him for travelling in the interests of the public service. It is a fundamental principle that the allowance is not to be a source of profit.

RULE.—Save as provided in sections 16 (Rule 1), 20 (Rule), 48, 49, 53, 54, 57 (Exception), and 62, no allowances are granted to meet the expenses of the wives and families of Officers accompanying them when travelling on duty.

7. For the purpose of calculating Travelling Allowance, a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short. The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

If an officer travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by which he makes the journey.

RULE 1.—In case of doubt the Local Government may declare which shall be regarded as the shortest of two or more routes between any two stations.

2.—The point in any station from which a journey is to be held to commence, or at which it is to be held to end, shall be the chief public office or any other point which may be fixed for the purpose by the Local Government.

3.—The Local Government, for special recorded reasons, may permit Travelling Allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

8. Whenever any person is employed temporarily, by competent authority, as an extra servant on any establishment, he is entitled to Travelling Allowances under the Rules applicable to public servants of corresponding rank, permanently employed on that establishment.

9. An Officer holding, either temporarily or permanently, two separate appointments, is entitled only to the Travelling Allowance attached to one of the appointments; but in the case of permanent allowances, the Local Government may grant such allowance as may be necessary, not exceeding the aggregate of the allowances attached to both appointments, if it considers that the Officer is, by reason of holding both appointments, obliged to incur additional travelling expenses beyond what he would have incurred, if holding only one of them.

10. An Assistant Collector of any grade in Bombay, appointed to be Forest Settlement Officer, may be granted by the Local Government a permanent allowance not exceeding ₹200.

11. An Assistant Superintendent of Police in independent charge of a district, whether permanently or temporarily, is entitled to draw Travelling Allowance as if he were a District Superintendent of Police.

[NOTE.—This concession has been extended to the Assistant Superintendent of Police in charge of the Sub-Division of Palamow, Bengal.]

12. An Officer placed in charge of the current duties of an office is not entitled to the Travelling Allowance attached to the office, except under the special order of the Local Government.

Exception 1.—An Officer placed in charge of the office of a District Superintendent or Assistant District Superintendent of Police, may draw Travelling Allowance as if he were a District Superintendent or Assistant District Superintendent of Police, if he actually travels on public duty during the period of the charge.

2.—A Survey Officer in the Survey of India, whatever his substantive rank may be, draws, when in charge of a Survey Party, the travelling allowances of a Deputy Superintendent.

3.—Upper Subordinates in the North-Western Provinces and Oudh, when placed in charge of a district in the Buildings and Roads Branch, or when placed in charge of "Irrigation Revenue Sub-Divisions," are allowed Travelling Allowance at the rates admissible to Assistant Engineers. This rule applies to upper subordinates placed in charge of Irrigation Revenue Sub-Divisions in the Punjab. The number of subordinates who may be placed in charge of Irrigation Revenue Sub-Divisions is fixed from time to time by the Government of India in the Public Works Department.

13. When an Officer is provided with the means of locomotion at the expense of the State or of Local Funds, he is, in the absence of a special order of the Government of India and subject to the special provisions of sections 32 (Exception 2), 58, 64 and 67 (Exception 3), entitled to only half the Travelling Allowance ordinarily admissible to him for a journey of the same kind.

Exception 1.—Officers of the Customs and Salt Departments in Bombay, the Port Officer of Chittagong and peons of the Salt Department in Madras, though provided with boats by Government, are exempted from the operation of this section.

2.—Whenever elephants are available, one elephant may, at the discretion of the Local Government, be allowed free of charge to each Forest Officer for his personal use.

[NOTE.—Elephants required for the conduct of professional operations, which cannot be conveniently or safely performed without such aid, will be supplied at the charge of Government.]

RULE.—The Local Government may, instead of applying this section, direct that a fixed charge, to be deducted from any Travelling Allowance earned, shall be made for any means of locomotion (*e.g.*, Government elephants) provided at the expense of the State.

14. An Officer, who is obliged to carry with him his camp equipment and horses by steamer or railway, either on a tour of inspection, or on any other journey, under circumstances which require him to proceed very quickly, or ready equipped for urgent duty, to a distant place, may, under the special sanction of the Local Government, recover, in addition to his authorised Travelling Allowance, the actual cost of their carriage, including, whether separately charged for or not, the cost of conveyance of one syce and one grass-cutter for each horse.

RULE 1.—The Local Government may prescribe such limitation as it thinks fit regarding the maximum weight of camp equipment and number of horses to be carried by an Officer of any class or

Department, and may, subject to such limitations, delegate its power of special sanction under this section to any Head of a Department or controlling or inspecting Officer.

2.—In British Burma this section may, at the discretion of the Chief Commissioner, be applied to the carriage of *horses* by vessels other than steamers.

CHAPTER IV.

Of the Title to Travelling Allowance for joining first appointments.

[NOTE.—The term "first appointment" includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment.]

15. Travelling Allowance is not ordinarily granted to any person for the journey to join a first appointment in the Public Service.

Exception 1.—A person selected in Calcutta, to be a European Warder or Assistant Warder, on pay not exceeding ₹100, in a Mofussil Jail in Bengal, is entitled to Travelling Allowance for the journey from Calcutta to such Jail.

2.—Travelling Allowance for joining an appointment in the Postal Department, may be granted under the special orders of the Director General to a person newly appointed to that Department.

3.—Foreign recruits for the armed portion of the Police in the North-Western Provinces and Oudh, and Assam, may be allowed actual expenses for the journey to join their first appointment.

16. (*a*) The following high Officers, if resident in Europe at the time of their appointment, receive as passage and outfit allowances, the sums shown below, which are intended to cover all expenses, until they assume charge of their respective offices:—

	£
Viceroy and Governor-General	3,500
Governor of Madras or Bombay	1,500
Chief Justice of Calcutta	1,000
Ordinary Member of the Council of the Governor General.	800
Chief Justice of the High Court of Madras, Bombay, or the North-Western Provinces.	
Bishop of Calcutta	
Puisne Judge of a High Court	500
Recorder of Rangoon	
Bishop of Madras or Bombay	400

(*b*) Officers appointed in Europe to the Telegraph, Public Works, Forest, Educational, and Ecclesiastical Departments, to the Geological Survey of India, and to the Bengal Pilot Service, are granted a free passage to India.

RULE 1.—A Governor or Lieutenant-Governor, resident in India at the time of his appointment, is entitled for the journey to join his appointment, to actual travelling expenses for himself and for any member of his family travelling with him.

2.—An officer appointed to the Bengal Pilot Service, is granted an outfit allowance of £20.

3.—An officer appointed in Europe to the Geological Survey of India, is also granted an outfit allowance of £40.

17. (*a*) An Officer, who is appointed by the Secretary of State while resident in Europe, and who is not one of those mentioned in section 16 (*a*), is entitled to Travelling Allowance from the capital town of the Presidency to which he is attached, to the first station to which he is posted.

(*b*) If such an Officer disembarks in India at any port other than the capital town of the Presidency to which he is attached, he is entitled to Travelling Allowance from such port to the first station to which he is posted, limited to the amount to which he would have been entitled, under clause (*a*) of this section, if he had disembarked at such capital town.

RULE.—For the purposes of this section, an Officer attached to any Province or Presidency other than Bombay or Madras, is held to be attached to the Bengal Presidency.

18. Any person appointed to the Public Works Department, the Telegraph Department, the Survey of India, the Medical or any other Department, in any capacity requiring technical skill or knowledge for which he has been specially trained, is entitled to Travelling Allowance for joining his first appointment in such Department.

RULE 1.—A Local Government may grant travelling allowance to a student, selected for education at a Normal School, for the journey to the school, at the rates allowed to officers of the third class.

19. The Local Government may grant travelling allowance to a pensioner, or an Officer thrown out of employment by reduction of establishment or abolition of appointment, for such part of the journey to take up a new office on re-appointment to the Public Service, as falls within India.

20. The Local Government may grant a free passage, for so much of the journey to join an appointment as is performed by sea, to any person appointed to an office which he cannot join except by sea.

RULE 1.—The Government of Bombay and the Superintendent of Port Blair may grant a free passage for the family of any person, engaged in India, for service as a subordinate at Aden and Port Blair, respectively.

21. A person entitled to Travelling Allowance for joining an appointment in the Public Service is, for the purpose of determining the rate of such allowance, treated as if he had already joined such appointment.

CHAPTER V.

Of the title to, kinds and rates of, travelling allowance for journeys on tour.

22. An Officer, whose duties, whether ordinary or special, necessitate his travelling within, or (under proper authority) beyond, the circle of his ordinary jurisdiction, is entitled to Travelling Allowance.

Exception 1.—The pay of the Officers named in Schedule B has been fixed so as to compensate them for the cost of ordinary journeys (other than journeys performed by rail or steamer) within their respective jurisdictions. These officers are not entitled to Travelling Allowance for such journeys.

Travelling Allowance may not be granted to any Officer included in the Schedule without previous reference to the Government of India. The Local Government is empowered to add to the Schedule, subject to confirmation, on report of its proceedings to the Government of India.

2.—The Judicial Commissioner, Central Provinces, is not entitled to any Travelling Allowance for journeys on duty within his jurisdiction.

RULE 1.—A Local Government may impose restrictions upon the duration and frequency of the journeys of any Officer or class of Officers on any specified duty.

2.—A Chaplain proceeding to a distance from head-quarters to solemnise a marriage, or a Medical Officer leaving his station to attend upon the family of a public Officer, is not travelling on duty within the meaning of this section.

3.—An Officer included in Schedule B, when proceeding under proper authority beyond the circle of his ordinary jurisdiction, is entitled to Travelling Allowance under Sections 25 to 32, for the entire journey, including such part of it as is within his circle.

4.—Officers of the Forest Department, whether belonging to the Superior or to the Subordinate Staff, who may be deputed to attend the annual course of instruction at the Forest School at Dehra Dun, are entitled to travelling allowance for the journey to and from Dehra, but not to halting allowance while at Dehra, which must be considered as their Head-quarters for the time being.

5.—Hospital Apprentices and Medical Pupils are entitled to travelling allowance for journeys to and from a Medical School or College, but not to daily allowance for the period of their attendance at the School or College.

23. The Local Government is empowered to lay down the scale of Government tents to be supplied for the use, on tour, of any particular Officer or class of Officers for office and, if it think fit, private purposes.

When Government tents are used only for office purposes by an Officer on tour, they are carried at Government expense.

When Government tents are used partly for office and partly for private purposes, the Officer so using them must pay half the cost of carriage *(but see section 14)*.

When Government tents are used wholly for private purposes, the Officer so using them must pay the whole cost of their carriage, subject to section 14.

RULE 1.—An allowance called tentage is made to the Officers mentioned in Schedule C, to enable them to provide themselves with tents required for their use on tour. Tents so provided are not Government tents within the meaning of this section.

2.—When an Officer proceeds from one appointment, which carries tentage, to another, which also carries tentage, he may draw tentage at the lower of the two rates, during joining time.

24. Travelling Allowance is given to Officers who have to travel under section 22, in the shape of a permanent monthly allowance, a conveyance allowance or a daily allowance, exchangeable under certain conditions for allowances under Chapters X to XII.

25. A permanent monthly Travelling Allowance is granted in lieu of all other Travelling Allowances, for journeys within an Officer's circle of duty, and is drawn all the year round, whether the Officer entitled to it is at the time absent from his head-quarters or not.

Exception 1.—A Subordinate Magistrate, travelling in connection with a railway case, is entitled to actual railway fare, in addition to permanent Travelling Allowance.

2.—An Excise Darogah in the Central Provinces is entitled, for a journey by rail, to single fare of his class, without deduction of permanent allowance, on a certificate from the Deputy Commissioner of the District that the journey by rail was necessary, and that the Darogah has duly earned the monthly allowance.

3.—The two Sub-Inspectors of Police in Bengal employed in dealing with cases of robbery by the administration of stupefying drugs, are entitled to actual railway fare, in addition to Permanent Travelling Allowance.

4.—Police Inspectors in Madras and Bombay, who draw permanent monthly travelling allowance, may draw single railway fare for journey by rail, in addition to permanent allowance.

RULE 1.—The Local Government may, either by a general order

applying to a class of Officers, or by a special order, permit an Officer, whose circle of duty extends beyond the limits of a single district, to draw, whenever his actual travelling expenses for a duly authorised journey on public duty by public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowances admissible under Chapters X to XII, in addition to his ordinary permanent allowance for such period.

2.—A permanent monthly allowance cannot be drawn during absence on leave of any description, or joining time, or for any period for which travelling allowance of any other kind is drawn.

3.—An officer in receipt of a permanent monthly allowance may, when proceeding, under proper authority, beyond his jurisdiction, exchange his permanent allowance for the allowances admissible under Chapters X to XII for the entire journey, including such part of it as is within his jurisdiction.

4.—Save as provided in Rule 2, an Officer in receipt of a permanent allowance may, at his option, draw such allowance, in lieu of any other travelling allowance admissible under this Code.

5.—The Permanent Travelling Allowance of Covenanted Civilians is exempt from the 4 per cent. annuity deduction.

26. Permanent monthly allowances are granted to the Officers named in Schedule D, at the rates shown in that Schedule.

RULE 1.—Additions to Schedule D can be made only with the sanction of the Government of India.

2.—The Local Government may, elsewhere than in Madras or Bombay, grant to a Forest Officer in charge of a circle, division, or range, a permanent monthly travelling allowance, in lieu of all other such allowances, according to the following scale :—

	₹
To an Officer in charge of a circle	150
„ „ „ a division—	
(*a*) if a member of the superior staff . .	100
(*b*) „ „ subordinate staff .	50
To an Officer in charge of a range—	
(*a*) if a member of the superior staff . .	60
(*b*) „ „ subordinate staff .	20

Where a charge is specially extensive, or travelling is unusually costly, the above scale may be increased, with the previous sanction of the Government of India, by 25 or 50 per cent.

3.—Munshis and Clerks attached to Canal Divisions of the Public Works Department, who are liable to be at any time required to go on tour, may, at the option of the Local Government, be granted a permanent monthly allowance of ₹7-8-0 to cover all travelling expenses, in lieu of all other allowances admissible under the rules of the Code.

27. A daily allowance is intended to cover the ordinary daily charges of an Officer on tour; it is drawn only during absence from head-quarters on duty, including the period of

halts on duty, or on an authorised holiday, during such absence.

[NOTE 1.—The definition of "day" in Section 3 (*k*) is subject to the proviso that the definition shall not entitle an officer to draw daily allowance for two days, if his total absence from head-quarters is less than 24 hours.

2. - The daily allowance is inadmissible for halts made by an officer for journeys from one station to another, the title to Travelling Allowance for which is regulated by Chapters IV, VI, VII, or by section 51 of Chapter IX.]

RULE 1.—A Local Government may, by general or special order, permit any Officer or class of Officers to draw during a halt at head-quarters, not exceeding twenty-one days in duration in Sind or Rajputana, and ten days in duration elsewhere, the actual expense (not exceeding the daily allowance) of keeping up camp equipage (when it is necessary to do so) during such halt. Officers of the Indo-European Telegraph Department on the Mekran Coast may be similarly permitted by the Director to draw the actual expense, not exceeding the daily allowance, of keeping up camp equipage during a halt at head-quarters, not exceeding 21 days in duration. An Officer drawing an allowance under this Rule, for a halt at head-quarters, must certify that he has during such period kept up the whole or part of his camp equipage, as the case may be, and that the expense so incurred is not less than the halting allowance drawn. In the case of a Ministerial Officer, the Head of the Office must also certify that it was necessary for such Officer to keep up the whole or a part of his camp equipage, as the case may be.

2.—The Local Government may determine, in case of doubt, what are the head-quarters of any Officer serving under it.

3.—The period of absence from head-quarters begins on the day on which the Officer actually leaves head-quarters, and ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage.

4.—The Local Government may apply the provisions regarding a halt at head-quarters, contained in Rule 1, subject to the conditions and certificates therein specified (as far as applicable), and subject to such other restrictions as may seem requisite, to the period, if any, intervening between the departure from, or arrival at, head-quarters of an Officer and of his camp equipage. In the case of clerks in the offices of the Commissioner and District Officers in Sind, the Local Government may similarly apply the provisions of Rule 1 to the period, if any, intervening between the engagement of camp equipage, and the departure from head-quarters on tour.

28. No Travelling Allowance, other than a permanent monthly allowance, is admissible for any day on which an Officer does not reach a distance exceeding 5 miles from head-quarters, or returns thereto from a distance exceeding 5 miles.

Exception 1.—No Travelling Allowance, other than a permanent monthly allowance, is admissible to a District Superintendent or Assistant District Superintendent of Police, for visiting a Police Sta-

tion, otherwise than in the course of a tour, unless he travels at least 20 miles in one day.

2.—An Officer travelling on duty within 5 miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry tolls or railway fare. But the karkuns of the Uran Taluka of the Thana District, and the Talati of Sheve Saza, in the Uran Mahal of the Panvel Taluka, are entitled to actual travelling expenses by boat, within a maximum of one rupee, for journeys to and from the Island of Elephanta.

3.—When a Ministerial Officer of any rank or a Police Officer not higher in rank than a Sub-Inspector is despatched, as a messenger, on business to a place in the neighbourhood of the office to which the business appertains, the actual expenses incurred may be charged to Government, provided the Head of the Office certifies that the charge was unavoidable.

[NOTE.—For the purposes of this Rule, members of the signalling establishment, Sub-Inspectors and Linemen of the Telegraph Department, should be considered as Ministerial Officers.]

4.—The Clerk of the Additional Judge of the 24-Pergunnahs is allowed actual conveyance hire, between Alipur and Howrah, while the Sessions are held at the latter place.

5.—Enrolled Officers of the Financial Department of the two lowest classes, and Chief Superintendents, are entitled to actual conveyance hire, for visiting a Currency Reserve Treasury.

6.—General Duty Karkuns, Abkari Inspectors and Sub-Inspectors, and Distillery Darogahs in Bombay are exempted from the operation of this section.

7.—License Tax Assessors in Calcutta are exempted from the operation of this rule.

8.—A Subordinate Officer of the Bombay City Police draws actual conveyance hire when travelling on duty within a short distance of head-quarters in the following cases :—

(*a*) To Court and back to quarters, when attending Court on duty, or to give evidence, provided the quarters are not near to any Court;

(*b*) when directed by the Magistrate to serve any immediate process of the Court;

(*c*) when directed to bring a witness who is immediately required in Court;

(*d*) when taking to and from Court, a prosecutor, prisoner, or witness, who is unable, from illness, injuries, or any other good cause, to walk to and from the Court, and who has no money;

(*e*) when proceeding to ships in harbour, by the direction of a Magistrate, and for serving processes of the Court in marine cases, whenever such expenses are not recoverable from the parties concerned;

(*f*) when bringing European or any other prisoners, whom it may not be safe to lead along the public streets, from jail, &c., and taking them back;

(*g*) in the hot season when obliged to go on emergent duty, between the hours of 8 A.M. and 4 P.M., or in the rainy season ;

(*h*) in the case of heinous offences or other crimes which, in accordance with standing Police rules, have to be investigated on the spot by European officers ;

(*i*) when searching for, or pursuing, escaped criminals ; and

(*j*) when employed upon special duty, in connection with the Mohurrum :

Provided always that, whenever practicable, the tramway cars shall be used, and not buggies. In case (*e*) boat-hire may also be sanctioned, when necessary.

9.—The Deputy Shipping Master, Calcutta, is entitled to actual travelling expenses for boarding vessels, for the purposes of shipping and discharging crews and inspecting provisions, &c.

RULE.—A halt within 5 miles of head-quarters in the course of a tour is, for the purpose of the first Rule under section 27, treated as a halt at head-quarters.

29. When an Officer has a large amount of travelling, at or within a short distance from head-quarters, for which Travelling Allowance is inadmissible under the preceding section, a permanent Conveyance or Horse Allowance is granted to him, which is drawn like salary all the year round.

The rates of Conveyance Allowance and the Officers to whom it is granted are shown in Schedule E.

A permanent Conveyance Allowance is not forfeited during absence from head-quarters, and may be drawn in addition to any other Travelling Allowance admissible under this Code.

RULE 1.—Additions to Schedule E can be made only with the sanction of the Government of India.

2.—An Opium Factory Assistant while employed in superintending the unloading, &c., of opium chests is entitled, in addition to any other Travelling Allowance which may be admissible, to a daily Conveyance Allowance of two rupees if at Calcutta, and one rupee if at Howrah.

3.—A Commissioner of a Division in Bengal, or the Chief Commissioner in Assam, may grant a monthly Boat Allowance not exceeding ₹40 to a Sub-Inspector of Schools employed in a river district to be drawn during the marching season, in addition to the daily allowance admissible under the ordinary Rules. Subject to the same conditions, the Chief Commissioner of Assam may also grant a similar allowance to a Deputy Inspector of Schools of the 3rd or 4th grade.

4.—The Local Government may grant to any Officer summoned temporarily on duty to a Presidency Town or to Rangoon, such Conveyance Allowance not exceeding ₹3 a day as it thinks fit, provided that an Officer may not draw Conveyance Allowance under

this rule if or while he is entitled to a daily Travelling Allowance under this Code.

5.—A monthly allowance of ₹2 is granted to a Schoolmaster in Sind, who has to inspect a Branch School, on condition that he visits the Branch School once a week if within 3 miles, and once a fortnight if at a greater distance.

6.—Managers and Engineers-in-Chief in the case of State Railways, open and under construction, and Superintending Engineers in the case of the Irrigation, and the Buildings and Road Branch, of the Public Works Department, as well as in the case of works executed under the control of the Inspector-General of Military Works, may grant to a Public Works subordinate, who has a large amount of travelling at or near head-quarters, a Conveyance or Horse Allowance not exceeding for an upper subordinate ₹30, for a lower subordinate or Assistant Surgeon attached to the Department ₹15, for a Hospital Assistant attached to the Department ₹7½. This allowance is forfeited whenever daily allowance or mileage is drawn.

7.—The Principal, Thomason Civil Engineering College, Roorkee, may grant to Apprentice Overseers Horse Allowance of the same amount, and subject to the same conditions, as apply in the case of lower subordinates.

8.—Subject to the like conditions, the Local Government may grant to Cashiers in the Public Works Department a Horse Allowance not exceeding ₹15 a month.

9.—Subject to the same conditions, the Government of Bengal may grant a Conveyance or Horse Allowance, not exceeding ₹7½ a month, to a Hospital Assistant attached to the Forest Department in that Province.

10.—In special and exceptional cases, the Horse Allowance admissible to a Hospital Assistant under Rule 6 may, with the previous sanction of the Local Government, be increased to ₹15 a month.

11.—The Director General of Telegraphs may grant to upper subordinates of the Telegraph Department, a Conveyance or Horse Allowance not exceeding ₹30 a month, in cases in which they are required to travel constantly within a short distance of their head-quarters. This allowance is forfeited whenever daily allowance or mileage is drawn.

12.—The Director General of Railways may grant a Conveyance or Horse Allowance to subordinate employés on open lines of railway, in cases where the use of a trolly is, in his opinion, a source of danger or of inconvenience, whether with reference to the physical features of the line, or to the passage of public trains. The allowance, which is not to exceed ₹30 a month for an Officer who ranks with an upper subordinate, and ₹15 a month for an Officer who ranks with a lower subordinate, should be given on the understanding that an employé who draws it, is on no account to be allowed the use of a trolly on the length in question, and cannot draw ordinary travelling allowance while in receipt of this allowance.

13.—The Deputy Collector, Madras, is allowed his actual expenses for horse or carriage hire, not exceeding ₹45 a month, on a declaration that the charge was *bonâ fide* incurred for the public service.

30. A daily allowance may not be drawn for a halt of more than ten days at one place; but the Local Government may, on such conditions as it thinks fit, exempt any Officer or class of Officers from the operation of this section.

RULE 1.—The exemption permitted by this section should, as a rule, be made only in cases in which the Local Government may be of opinion that the enforcement of the section would entail on the Officers concerned greater expenses (for locomotion only) than are covered by the whole allowance for the journey on which the halt occurs.

Exception 1.—The following officers are excepted from the operation of this section :—

(*a*) Officers in Sind and Beluchistan, and their establishments (subject to the necessity for the production of certificates similar to those mentioned in section 27, Rule 1).
(*b*) Officers of the Forest Department, and their establishments.
(*c*) Political Officers in Turkish Arabia and the Persian Gulf, and their establishments.
(*d*) Establishments accompanying Revenue Officers on their visits to the Laccadives.
(*e*) The British Girasia's Agent, Baroda.
(*f*) The Deputy Auditors General, and their establishments.
(*g*) The Secretariat staff and establishment of the North-Western Provinces Government, when halting with the Government at Lucknow.
(*h*) Officers of the Public Works Department appointed to the charge of surveys.
(*i*) The establishment of the Commissioner, Northern India Salt Revenue, accompanying him to or from Simla when halting at Simla.
(*j*) The Inspector of Local Fund Accounts, Madras, and his Assistants.
(*k*) The clerks and potdars in the office of the Commissioner of Issue, Bombay, when travelling in charge of remittances.
(*l*) Draughtsmen in the Divisional Offices under the control of the Quarter Master General, Bombay, when specially detached on survey duty.

2.—A Police or any other Officer attending a Fair, Durbar, Agricultural Exhibition, &c., may, if the Magistrate of the District certify that his personal presence was necessary, draw full allowance for the whole period of a halt at such fair, &c.

3.—The Surveyor General, the Director General of Telegraphs, the Archæological Surveyor and Reporter, Western and Southern India, and the Director General of the Archæological Survey, may pass full or half allowance to any Officer of their respective departments for a halt of more than ten days at one place.

4.—The Local Government or any Officer of not lower rank than Settlement Commissioner, to whom the Local Government delegates its powers in this behalf, may pass full or half allowance to Officers of

the Settlement Department and their establishments for a halt of more than ten days in one place.

5.—An Opium Officer employed on settlement or weighment duties may draw the full daily allowance for a halt in excess of ten days.

6.—Taluka Karkuns in Bombay may draw their daily rates for four months in a year irrespective of the number of days for which a halt is made at one place.

31. (*a*) An Officer of the 1st class, not included in Schedule F, is entitled to a daily allowance of ₹5.

(*b*) An Officer of the 2nd class, not included in Schedule F, is entitled to a daily allowance of four annas for every twenty-five rupees, or fraction of twenty-five rupees, of the pay or maximum pay of the appointment which he holds, subject to a maximum of ₹3.

(*c*) An Officer of the 3rd class, not included in Schedule F, is entitled to a daily allowance of two annas for every 12½ rupees, or fraction of 12½ rupees, of the pay or maximum pay of the appointment which he holds, subject to a minimum of 6 annas in the Bombay Presidency, and of 4 annas elsewhere.

(*d*) An Officer of the 1st, 2nd, or 3rd class, mentioned in Schedule F, is entitled to a daily allowance as shown therein.

(*e*) An Officer of the 4th class is entitled to a daily allowance of two annas if his pay exceed ₹8, and one anna if his pay is ₹8 or less.

Exception 1.—An Additional Member of Council in Bombay or Madras when on tour with the Governor draws no daily allowance, but is entitled to Travelling Allowance under the Rules in Chapters X to XII for journeys.

2.—An Officer of the 2nd, 3rd, or 4th class, in the Forest Department, in the Persian Gulf Division of the Indo-European Telegraph Department, or in the Political Residency, Persian Gulf, is entitled to a daily allowance one-third greater than that mentioned in clauses (*b*), (*c*), and (*e*), respectively.

3.—Officers of the 2nd and 3rd classes stationed in Sind draw daily allowances at the following rates :—

	₹	a.	p.
A.—Head Clerk to the Deputy Commissioner, Thar and Parkar	2	8	0
B.—Other members of the office establishment of Deputy Commissioner, Thar and Parkar, and members of the office establishment of the (1) Commissioner in Sind, (2) Branch Inspector-General of Registration and Stamps in Sind, (3) Sindi Translator, (4) Superintending Engineer, and (5) Judicial Commissioner in Sind—			
(*a*) if their pay is not less than ₹50 . . .	2	0	0
(*b*) if their pay is less than ₹50, but not less than ₹30	1	8	0
(*c*) if their pay is less than ₹30	1	0	0
C.—Members of office establishment (1) of the Collectors, (2) Assistant and Deputy Collectors in charge of talukas, (3) Deputy Commissioner, Upper Sind Frontier, (4) Conservator of Forests, (5) Executive and Assistant			

	₹ a. p.
Engineers, (6) Deputy Sanitary Commissioner, (7) Educational Inspector, (8) Assistant Commissioner of Salt Revenue, (9) Forest Settlement and Demarcation Officer, (10) District Superintendents of Police; and District Judges in Sind—	
(*a*) if their pay is not less than ₹70	1 8 0
(*b*) if their pay is less than ₹70	1 0 0

4.—Bookbinders attached to the several offices in the Bombay Presidency, including Sind, are entitled, if they belong to superior service, to a daily allowance of 3 annas.

5.—An Officer of the third or fourth class, when travelling in the Malabar or South Canara District, draws double the daily allowance mentioned in clauses (*c*) and (*e*), subject to a maximum of one rupee.

Such an Officer when travelling in the Wynaad draws treble the rates mentioned in clauses (*c*) and (*e*), subject to a maximum of ₹1-8.

6.—An Overseer or a Canal Zilladar of any grade in the Public Works Department is entitled to a daily allowance of ₹1-8.

7.—The Local Government may grant to any inferior servant accompanying an Inspecting or Controlling Officer, whose circuit of inspection or control extends beyond the limits of a single district, a daily allowance of two annas.

8.—The Travelling Clerk, who was in the office of the Sanitary Commissioner of Madras on the 9th July 1870, is entitled to a daily allowance of half his pay, as a personal concession.

9.—The Vice-Consul at Jeddah, when travelling in his Vice Consular capacity on the public service in the Hedjaz, Red Sea, &c. will be reimbursed his actual travelling expenses and receive in addition £1 per diem for subsistence.

10.—The clerks in the office of the Commissary General, Bengal, moving with him from Simla to Calcutta and back, and of the Director General of Railways, moving with him as Deputy Secretary to Government in the Public Works Department, from Simla to Calcutta and back, every year, are entitled to an extra allowance of 30 per cent. on their salaries for the whole period of their absence from headquarters (Simla), except for the days for which they draw travelling allowances for railway and other journeys.

11.—Members of the office establishment of the Agents and Special Assistant Agents, Ganjam and Vizagapatam, when travelling in the Hill Tracts of Ganjam and Vizagapatam, shall receive daily allowances as in the following scale:—

Rate of pay.				T. A. admissible.	
	₹		₹	₹	*a.*
On	250 and above			4	0
Less than	250	but not less than	200	3	0
,,	200	,,	150	2	8
,,	150	,,	100	2	0
,,	100	,,	50	1	8
,,	50	,,	25	1	0
,,	25	,,	15	0	8
,,	15	,,	8	0	4
,,	8			0	2

12.—Clerks and inferior servants accompanying His Excellency the Viceroy on tour shall draw extra allowances at rates varying with

their pay, according to the following scale. These allowances are admissible for the whole period of the tour. Travelling allowance admissible under Chapters X to XII may be drawn in addition to these allowances.

Clerks on salaries of less than ₹100	. Full salary, provided the sum of salary and allowance does not exceed ₹150 a month.
Clerks on salaries of not less than ₹100 but less than ₹200 . . .	. Half salary, provided the sum of salary and allowance does not exceed ₹266-10-8 a month.
Clerks on salaries of ₹200 and above	. One-third salary to a maximum of ₹200 a month.
Inferior servants	. One-third salary.

13.—A District Kanungo in the Punjab is entitled to a daily allowance of annas eight.

RULE.—An Officer of the Public Works Department, holding an appointment in a Secretariat, or any other special appointment, draws the daily allowance of his class in the Department, in the absence of a special order of the Government of India. This Rule does not apply to Secretaries or Joint Secretaries to the Government in the Public Works Department of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, when travelling with the Governor or Lieutenant-Governor, who are then entitled to the daily rate shown in entry No. 6 of Schedule F.

32. An Officer may, for any day on which he travels, draw, in lieu of his daily allowance, the Travelling Allowance admissible under the Rules in Chapters X to XII.

Exception 1.—A Ministerial Officer may not exchange a daily allowance for road mileage, save when the Head of the Office certifies that he was required to travel by boat or public conveyance or more than 20 miles on any day for which the exchange is desired.

2.—The following Officers, whose duties require them to travel constantly by railway, are not entitled to allowances under Chapter X, for journeys within the limits of the railway to which they are attached, but are granted their daily allowances for any day on which they are absent from their station for more than 8 hours, in addition to a free pass ~~or single fare of their class~~:—

Assistant Inspector General, Railway Police.
Police Officers in charge of Railway Police.
All Officers and men of State Railway Police.
All Officers of the Public Works and Telegraph Departments, and Medical Subordinates attached to, and holding a free pass for, open lines of Guaranteed or State Railways, except the Train Staff or Running Establishment.

[NOTE 1.—This Exception also applies to all Officers travelling over railways other than those to which they may be attached with a free pass.

2.—Inspectors of Maintenance on State Railways are not entitled to draw the allowances described in this Exception, except when they are, under special circumstances, absent from head-quarters for more than 4 hours between 9 P.M. and 5 A.M., such absence being certified by the Head of their Department.

3.—A Telegraph Officer holding a free pass for railway journeys, who makes on any day a journey by road as well as by railway, may for such journey elect to draw travelling allowance under Section 58 in lieu of the allowance admissible under this Exception.]

3.—The Director General of Telegraphs draws his daily allowance when travelling by railway on tour of inspection, in a first class carriage provided at the expense of the State.

4.—An Officer in the Forest, Postal, Public Works, or Telegraph Departments may exchange his daily allowance under this section, only on any day on which he travels at least 20 miles.

5.—Superintendents, Assistant Superintendents, and Inspectors, Railway Mail Service, for journeys by rail, and Superintendents of Mail Carts, for journeys by postal conveyance within the limits of the railways and the lines to which they are attached, are entitled only to free conveyance and to their daily allowance for any day on which they are absent from their head-quarters for not less than 6 hours.

6.—An Inspector, Postal Department, may not exchange his daily allowance for mileage, but when travelling by rail he draws single fare of his class in addition to his daily allowance.

7.—A License Tax Assessor in Bengal (Mofussil) is not entitled to exchange his daily allowance for mileage.

8.—The following special rules apply to Officers in the Survey of India and Madras:—

(*a*) A Survey Officer may, for a journey in the field, exchange his daily allowance for the allowance admissible under Chapters X to XII, only when he is specially authorised by the Surveyor General or Deputy Surveyor General, and when he has to travel by public conveyance, or is employed on special duty.

(*b*) Whenever for a journey to or from the field, or any other journey in which an Officer has to travel with camp equipment, the actual expenses by public conveyance of a Survey Officer, including charges for servants and baggage, not exceeding the limit named below, *i.e.*—

Servants.

	When obliged to travel with camp equipment.	Otherwise.
For an Officer of not lower rank than an Officer in charge of a party	6	3
For an Assistant Superintendent or Surveyor, 1st grade	4	2
For a Surveyor of any other grade or Assistant Surveyor	3	1

Camp Equipment and Baggage.

	When obliged to travel with camp equipment.	Otherwise.
	Mds.	Mds.
For an Officer of not lower rank than an Officer in charge of a party	35	12
For an Assistant Superintendent or Surveyor	25	8
For an Assistant Surveyor or Apothecary	15	5
For Sub-Surveyors, Writers, Hospital Assistants—		
(*a*) whose salaries are not less than ₹50	8	2
(*b* whose salaries are less than ₹50	5	

exceed the amount admissible under Chapters X to XII, he may for such journey, in lieu of the amount so admissible, draw such actual expenses on a bill prepared in sufficient detail and countersigned by the Surveyor General or Deputy Surveyor General.

(*c*) When for a journey in the field the actual expenses for carriage of camp equipment and baggage, limited as in the preceding clause, exceed half the daily allowance, a Survey Officer may appropriate half his daily allowance to pay for camp equipment and extra servants, and in lieu of the other half of the daily allowance may recover such actual expenses by bills prepared and countersigned as in the preceding clause. When coolies are employed, camp equipment and baggage must be limited to half these weights.

9.—Clause (*b*) of Exception 8 applies to Officers of the Geological Survey, the bill in their case being countersigned by the Superintendent.

10.—An Officer in inferior service may for a journey by railway draw a daily allowance, in addition to railway fare.

11.—In the Sunderbans the following Boat Allowances are given during absence on tour, in addition to the daily allowances admissible under this Code :—

	₹	
(1) Commissioner, Sunderbans	100	a month.
(2) Deputy Collector, Sunderbans	100	„
(3) Commissioner, Sunderbans, for establishment and records	105	„
(4) Deputy Collector, Sunderbans, for establishment and records	45	„

Items (3) and (4) are maxima, the whole or part of which may be drawn at the discretion of the Commissioner.

12.—The clerks of the Commissary General, Bengal, moving with him from Simla to Calcutta and back, and of the Director General of Railways and Officers attached to his office, annually moving with him as Deputy Secretary to Government in the Public Works Department, from Simla to Calcutta and back, are entitled to draw personal Travelling Allowance under the Simla Travelling Allowance rules in force for the time being.

13.—Officers of the 1st class employed in the Persian Gulf Telegraph Division are entitled, when travelling on tour by steamer, to half their daily allowance in addition to passage-money.

RULE 1.—The Local Government may impose restrictions on the application of this section to any Officer or class of Officers, either in respect of the distance to be travelled in any one day in order to entitle an Officer to exchange his daily allowance, or otherwise, as it thinks fit.

2.—An Officer of the Postal Department, travelling more than 20 miles on the day, may, for any day on which he makes a single halt for eight hours or more between 6 A.M. and 6 P.M., draw his daily allowance, in addition to the allowances admissible under Chapters X to XII.

33. An Officer compelled, on a sudden emergency, to leave his camp standing and proceed rapidly on duty to a place more than 20 miles distant, may, under the special order of the Local Government, draw the actual expense of maintaining such camp not exceeding the daily allowance, in addition to the allowances admissible under general rules.

RULE 1.—The Local Government may delegate its power under this section to the Head of a Department.

34. The Viceroy and Governor General controls his own travelling expenses and those of his household, including the members of his personal staff, with the exception of his Private and Military Secretaries.

35. A Governor or Lieutenant-Governor controls his own travelling expenses and those of his household, with the exception of the Officers of his personal staff.

RULE 1.—The travelling expenses of the Governors of Madras and Bombay, and of their households, are paid out of the contract allowance for household charges.

2.—A Local Government (other than the Governments of Madras and Bombay) should report, to the Government of India in the Financial Department, any representations made with regard to its travelling expenses by the Accountant General, and any measures taken in consequence of such representations.

36. An Ordinary Member of the Council of the Governor General when travelling between Calcutta and Simla, in consequence of the movement of the head-quarters of the Government of India to or from Simla, shall not be entitled to any travelling allowance or to charge to Government any expenses on account of the journey between Umballa and Simla. When, however, a Member of Council travels on duty otherwise than in consequence of the movement of the head-quarters of the Government of India to and from Simla, he shall be entitled for his journeys by road or steamer to charge to Government his personal *bonâ fide* travelling expenses, appending to his bill a certificate as follows:—

"I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels, or staging bungalows."

This rule shall also apply when a Member of Council diverges from the direct route during the movement of the head-quarters of the Government of India to and from Simla.

In support of his claim, a Member of Council is required to append to his bill a certificate as follows :—

"I certify that this journey was made by me on public duty."

[NOTE.—For his journey by rail, see footnote of Exception 1 to section 57.]

37. The Bishops of Calcutta, Madras, and Bombay, when on tours of visitation, draw a monthly allowance of ₹1,000 (which is intended to cover all their expenses for journeys by land) for the whole period of visitation, in addition to the actual expenses of journeys by sea; provided that the monthly allowance may not be drawn by any individual Bishop, for more than 18 months in every three years of his tour of office.

38. The Rules in this Chapter do not apply to Officers and establishments moving with the head-quarters of a Government to and from a hill sanitarium, including Poona. Special Rules are laid down for these journeys.

RULE 1.—The rules for Officers moving with the Government of India, and the several Local Governments, to and from hill stations, are contained in Appendix B, Parts I to VI.

2.—When an Officer is permitted for his own convenience to conduct his duties at a hill station, neither he, nor any of the establishment which accompanies him, is entitled to Travelling Allowance for the journey to or from such station.

3.—When an Accountant General is permitted by the Government of India to proceed to a hill station, he will draw Travelling Allowance at the ordinary rate, in accordance with the rules of the Civil Travelling Allowance Code, for his journey to and from the hill station, and will charge to Government the cost of the carriage of his records. Any small establishment which an Accountant General may require to take with him, will be entitled to the following allowances, subject to the rules which apply to members of the office establishment of the Secretariat of the Local Government of the Province in which the Accountant General is serving :—

(*a*) Personal Travelling Allowance.

(*b*) Special Maintenance Allowance or Deputation Allowance, according as either may be admissible under the rules referred to.

(*c*) Family Maintenance Allowance when, under the rules referred to, it is admissible.

(*d*) House-rent when, under the rules referred to, it is admissible; the amount of house-rent admissible being calculated according to the proportion which the period of residence of the Accountant General's Office Establishment at the hill station bears to the whole period of the residence of the Secretariat establishment of the Local Government at the hill station.

An Accountant General should not take with him, to a Hill station, more clerks or records than are absolutely essential to the efficient discharge of his duties.

CHAPTER VI.

Of the title to Travelling Allowance on transfer from one station to another.

39. An Officer in superior service is entitled to Travelling Allowance for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to pay or salary during the time occupied in such journey.

Exception 1.—A Police Officer, below the rank of Assistant Superintendent, transferred from one station to another in the same district, is not entitled to Travelling Allowance, except for journeys by rail, but may be allowed the actual cost of conveyance of his necessary baggage.

RULE 1.—A Military Officer joining an appointment in the Civil Department may draw Travelling Allowance subject to the conditions laid down in this section.

2.—A Non-Commissioned Officer of the Native Army, who elects at his own request for service in the Forest Department, under the rules in force in that Department, is entitled to Travelling Allowance to join his first appointment for the journey from his station to the head-quarters of the Forest Division to which he is posted, even though the conditions laid down in this section are not fulfilled.

3.—The Local Government may, if it think fit, by special order permit an Officer transferred for misconduct to draw Travelling Allowance.

4.—An Officer is entitled to Travelling Allowance under this section if, after giving over charge of his office, he takes Privilege or Examination Leave before joining his new office.

5.—The Travelling Allowance of an Officer transferred during Privilege or Examination Leave will be calculated from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Travelling Allowance.

6.—An Officer whose appointment is changed while he is in transit from one appointment to another is entitled to Travelling Allowance from his old station to the place (on the route to the first station to which he was proceeding) at which he receives his further orders, and thence to his new station.

7.—An Officer who, while in transit, obtains furlough on medical certificate, is entitled to Travelling Allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

40. An Officer in inferior service may not draw Travelling Allowance for a journey on change of appointment, except under the special orders of the Local Government.

Exception 1.—A Police Officer whose pay does not exceed ₹10 a month is entitled—

(*a*) when transferred from one district to another, to Travelling Allowance;

(*b*) when transferred from one station to another in the same district, to the actual cost of conveyance of his necessary baggage and to Travelling Allowance for journeys by rail.

2.—Kotegashts, jemadars, and peons of the Northern India Salt Department, are entitled to Travelling Allowance when transferred from one division to another.

3.—Employés in the Postal Department whose pay does not exceed ₹10 a month are entitled to Travelling Allowance on transfer from one station to another.

4.—Peons and Karkuns of the Salt Department in Bombay whose pay does not exceed ₹10 a month are entitled—

(*a*) when transferred from one Salt Taluka to another, to Travelling Allowance.

(*b*) when transferred from one station to another in the same Taluka, to the actual cost of conveyance of their necessary baggage, or if the journey is made by rail, to travelling allowance for such journeys.

RULE 1.—The Local Government may delegate its powers under this section to an Inspector General of Jails, or Conservator of Forests, in regard to servants in their respective Departments.

41. A copy of the order transferring a public Officer shall be sent to the Accountant General of the Province where he is serving, with an endorsement stating either that the transfer has been ordered on public grounds, and not at the request of the Officer, or that the transfer has been made at the Officer's request.

RULE 1.—In the case of Ministerial Officers a certificate from the Head of the Office may be accepted in lieu of the copy of the order prescribed by this section.

CHAPTER VII.

Of the title to Travelling Allowance for attending examinations.

42. An Officer is entitled to Travelling Allowance twice, but not more than twice, for each standard, for journeys to and fro, consequent on attendance at an obligatory depart-

mental examination, or at an examination held under any rules in force for a reward for passing in the vernacular language of any Frontier or Hill Tribe.

RULE 1.—The Local Government may extend the provisions of this section to any departmental examination, even though it be not obligatory.

2.—If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the Local Government may disallow the Travelling Allowance to which he would otherwise have been entitled under this section.

3.—The Local Government may disallow Travelling Allowance to a candidate who fails to obtain a reward for passing in the language of a Frontier or Hill Tribe, if such candidate does not attain to such reasonable standard as the Local Government prescribes.

43. A Covenanted Civil Servant or a Military Officer in Civil employ who obtains a reward for proficiency in an Oriental language, is entitled to Travelling Allowance to and from the place of examination.

RULE.—A Covenanted Civil Servant is held to have obtained a reward, for the purposes of this section, on the first occasion on which he obtains a Degree of Honor in any language in the Second Division.

44. An Assistant Surgeon or a Medical Subordinate is entitled to Travelling Allowance for a journey to attend an examination for promotion to a higher grade in his own service, and if he passes the examination, for the return journey to his own station.

CHAPTER VIII.

Of the title to Travelling Allowance for journey on miscellaneous occasions.

45. An Officer is entitled to Travelling Allowance under the Rules in Chapter V for a journey undertaken in obedience to a summons to give evidence in a Court of Justice or before a Court-Martial, or to attend a Chapter of the Star of India.

Exception 1.—Patwaris and Chowkidars in the North-Western Provinces and Oudh summoned as witnesses in Criminal Courts, shall receive their expenses at the same rates as persons of their rank in life who are not Government servants.

RULE 1.—When the Officer is summoned to give evidence in a Civil Court, otherwise than on behalf of Government, he must credit to Government any money paid to him by or through the Court on account of his travelling and other expenses.

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46. An Officer compelled to leave his station, whether permanent or temporary, where there is no Medical Officer, to procure medical advice, is entitled to Travelling Allowance for the journey to and from the nearest station where a Civil Medical Officer is located.

RULE 1.—The permission of superior authority should be obtained beforehand, where it is possible to obtain such permission without risk to the Officer requiring advice.

2.—Bills for Travelling Allowance under this section must be countersigned by the Medical Officer consulted, who must certify that the journey was in his opinion absolutely necessary.

3.—Controlling Officers must take care that undue advantage is not taken of this privilege. If the absence of the sick Officer from his station be prolonged, he should be required to take leave on medical certificate.

4.—Daily allowance may not be drawn for the halt at the Medical Officer's station.

CHAPTER IX.

Of the title to Travelling Allowances on proceeding on leave, on rejoining from leave, during leave, or on retiring from the Public Service.

47. Save as provided in sections 48 to 55, an Officer is not entitled to Travelling Allowance for a journey—

(*a*) on proceeding on leave,
(*b*) on rejoining from leave,
(*c*) during leave of any kind, or
(*d*) on retirement or dismissal from the Public Service.

48. A Military Officer in Civil employ is entitled to the same privileges when proceeding to England on furlough on medical certificate or returning therefrom, as if he were in Military employ.[1]

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1 The following extracts from the Military Transport Regulations, Part II, indicate the privileges referred to in this section :—

Commissioned Officers.

Article 513 (h).—Officers of the British Service, and Subaltern Officers of the Indian service, proceeding home on leave on medical certificate, are entitled to free passage by rail only to the port of embarkation, but are not allowed free conveyance to their stations on return from leave

* * * * * * * *

(*o*).—Officers of the Indian Service, who may be entitled to passage money under the rules of the Military Funds, and Subaltern Officers of the same Service whether in Military or Civil employ, when proceeding to England on medical certificate, are entitled to free conveyance for themselves and families by rail only to Bombay, on production of a cer-

49. (*a*) A Military Hospital Assistant employed in the Civil Department is entitled, when proceeding on sick leave,

tificate from the General Officer Commanding at Bombay, that accommodation has been secured for them on board of one of Her Majesty's troopships.

(*p*).—Subaltern Officers, who cannot be provided with a passage in a troopship, or who, during the trooping or non-trooping season, are directed or allowed to proceed from any port other than Bombay, will also be allowed free conveyance for themselves and families by rail to the port at which they are permitted to embark.

* * * * * * * *

Article 555.—All Officers under the rank of General Officers, who are entitled to passages to Europe at the public expense, and are proceeding to Bombay, or to the port at which they may be permitted to embark (when under any of the circumstances detailed in paragraph 245 of the Revised Transport Regulations, Part I, they may be provided with a passage in a private ship or steamer), are allowed free passages for their families by rail to port of embarkation.

Article 556.—Officers of the British service, invalided to England, are entitled to free conveyance by rail to Bombay for their families.

* * * * * * * *

Article 562.—Free conveyance by rail is allowed for the family of every Officer (except that of an Officer who may be called upon to retire, and is granted the pension or half pension of his rank, or a special annuity), who may be entitled to a free passage by sea, or who may be ordered to England on duty, or on medical certificate, if he is entitled to a passage at the expense of the State, whether he embarks on one of Her Majesty's troopships, or in a vessel with troops round the Cape of Good Hope, or is allowed to embark where he pleases on the authority of medical opinion. The family of an Officer who draws passage-money from the Military Fund is not entitled to this indulgence.

Article 563.—The family of an Officer provided with free conveyance by rail is entitled to a free passage by railway and steamer when the journey by railway and steamer is continuous and viewed as one.

Warrant Officers.

Article 570.—Warrant Officers, whether holding honorary commissions or not, proceeding to Bombay in view to being provided with passages in one of Her Majesty's troopships, or when ordered to England on duty or on medical certificate, are entitled to free passages *by rail* to the port of embarkation for themselves and families, as also on their return to their stations on the expiration of such leave, except in the case of leave being overstayed, when the privilege will be forfeited.

Article 571.—Warrant Officers of the Public Works and Military Departments, proceeding to England or the Colonies on medical certificate, in view to retiring at the end of leave, or on being admitted to the Europe rate of pension, and who are entitled to the passage-money of their ranks to Europe, or when invalided in India, but qualified by service to retire in Europe, if desirous of admission to the English rate of pension, are, on finally relinquishing all claims to the Indian rate of pension, entitled to a free passage, or the regulated passage-money of their rank to Europe, and are also entitled to free passage for themselves and their families by railway to the port of embarkation.

* * * * * * * *

Article 574.—A Warrant Officer holding an honorary commission, when entitled to free conveyance, is, in respect of accommodation, on the same footing as a Commissioned Officer of corresponding substantive rank.

* * * * * * * *

Article 580.—A Warrant Officer returning from leave on *medical certificate* is considered to be travelling on duty, and is allowed to travel in the next higher class of carriage to that for which he purchases a ticket on producing a certified extract of orders directing him to travel on duty; this privilege does not extend to his family.—(See para. 545 I.)

Non-Commissioned Officers and Men.

Article 596.—Non-commissioned Officers of departments, when proceeding to England on medical certificate, are allowed free passage *by rail* to the port of embarkation for themselves and families, and back to their stations on expiration of such leave. Any charges incurred for their transport other than by rail must, as in the case of Warrant Officers similarly situated, be defrayed by themselves.

* * * * * * * *

Article 615.—Free passage by rail is not admissible to British Non-Commissioned Officers or soldiers when on short furlough in India.

to the same advantages in respect of Travelling Allowance as if he were serving with a regiment.[1]

(*b*) A Civil Hospital Assistant from another province serving in British Burma, is entitled to a free passage for himself and his family to his home, when proceeding on sick leave on medical certificate.

50. Sergeants and Constables of Police employed in Port Blair and the Nicobars may be granted a deck passage to or from Calcutta or Madras, when proceeding on, or returning from, leave, if they cannot be employed as convict guards.

51. An Officer, recalled to duty on public grounds before the expiration of leave, other than privilege leave, is entitled to Travelling Allowance for the journey from the place at which the order of recall reaches him, or, if such place be out of India, from the port of debarkation in India to the station to which he is recalled.

RULE 1.—An Officer recalled from a place out of India is also entitled to a free passage to India.

52. Native surveyors and menial servants, attached to Survey Parties employed in Assam and British Burma, may be granted by the Surveyor General such portion of their travelling expenses as he thinks fit, for the journey from the place of employment to Calcutta and back, when proceeding to their homes on leave at the end of a field season and when rejoining at the commencement of the next field season.

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[1] The concessions referred to are contained in the following extracts from the Military Transport Regulations, Part II (*Edition, 1883*):—

Article 653 (*g*)—A free passage by rail is granted to a Hospital Assistant, who may be invalided or discharged with gratuity as physically unfit for further service, when such mode of conveyance is available for the homeward route. G. O. No. 147 of 1877. G. O. No. 255 of 1877. G. O. No. 76 of 1875.

(*h*).—The rules under which free passages by rail and steamer are allowed to native Commissioned and Non-Commissioned Officers, to native soldiers, and medical subordinates, when proceeding on, or returning from, leave on medical certificate, are not applicable to unpassed native pupils. M. D. No. 84 C. of 16th January, 1882. G. O. No. 149 of 1871.

(*i*).—When furlough to England on medical certificate is granted to passed hospital apprentices, they are entitled to free conveyance by rail, and by rail only, to the port of embarkation for themselves and their families, as well as to their station from the port of debarkation on return.

* * * * * * * * *

Article 663—Free conveyance to their homes with return passage, is allowed to all native Commissioned Officers and soldiers of the Native Army, drivers of mountain batteries of Royal Artillery and of the Punjab Frontier Force, as well as to Hospital Assistants and passed medical pupils attached to corps, when travelling on medical certificate, from station of regiment by railway or by Government steamer by sea or river, whether in the Presidency to which they may belong or beyond its limits. If a Government vessel is not available, passage by a private one is allowed if it is certified by a Medical Officer that a passage by water is absolutely necessary on medical grounds. A free passage by rail is also allowed to any of the above grades who may be invalided or discharged with gratuity as physically unfit for further service, when such mode of conveyance is available on their homeward routes; also to native Commissioned and Non-Commissioned officers and soldiers returning home after being pensioned. A copy of the medical certificate to be endorsed on the warrants. G. O. No. 147 of 1877. G. O. No. 255 of 1877. G. O. No. 55 of 1878. G. O. No. 276 of 1879. G. O. No. 80 of 1881. G. O. No. 36 of 1882.

53. A Governor or Lieutenant-Governor retiring from the service and leaving India, is allowed, for any part of his journey by railway in India, a special carriage at the public expense, besides the actual travelling expenses of any members of his family travelling with him.

54. (*a*) The Superintendent of Port Blair and the Nicobars may grant to any subordinate employed there, a free passage to India for himself and his family, on dismissal or retirement.

(*b*) The Government of Bombay may likewise grant to any subordinate employed at Aden a free passage to India for himself and his family, on dismissal or retirement.

(*c*) The Director, Persian Gulf Telegraphs, may similarly grant any officer of the 2nd, 3rd, or 4th class of his Department employed in the Persian Gulf a free passage to India (Kurrachee) for himself and his family, on dismissal or retirement.

(*d*) Members of the Police Force in the territories subject to the Lieutenant-Governor of the North-Western Provinces and Chief Commissioner of Oudh, whose homes lie west of the Sutlej, may, on discharge or retirement from the service, be provided with a railway ticket to enable them to reach their homes, if their pay was less than ₹20 a month They may also be allowed subsistence allowance at the rate of 2 annas a day for a period not exceeding 10 days: Provided that no policemen shall be entitled to these allowances if their pay was ₹20 a month and more, or if they have been discharged for disgraceful conduct or by sentence of a Criminal Court for an offence other than a breach of discipline.

55. A person employed by a competent authority for a temporary purpose, who has received travelling allowance for joining his appointment, is also entitled, on the termination of his temporary employment, to travelling allowance for the return journey not exceeding the amount of travelling allowance drawn by him for joining his appointment.

CHAPTER X.

Of the rates of Travelling Allowance for journeys by Railway.

56. Officers travelling by railway on the Public Service are entitled to class accommodation according to the following scale:—

Officers of the 1st Class.

First, or, where there are only two classes, upper class.

Officers of the 2nd Class

Second, or, where there are only two classes, upper class.

Officers of the 3rd Class.

Intermediate class, or if there be in the train by which he is required to travel no accommodation intermediate between the second and the lowest class then—

(*a*) where there are only two classes,—lower class;

(*b*) where there are three classes—

(*i*) if the officer's pay is not less than ₹50, second class.

(*ii*) otherwise, third class.

Officers of the 4th Class.

Lowest class, whether called lower, third, or fourth.

Exception 1.—The Native Assistant to the Agent to the Governor General at Baroda, and the Lady Superintendents in the Female Training Colleges at Ahmedabad and Poona, are entitled to first class accommodation when travelling by rail.

2.—An Accountant of the Public Works Department promoted to the rank of Honorary Assistant Examiner, is entitled to 1st class accommodation when travelling by rail.

57. An Officer of the 1st, 2nd, or 3rd class, draws, as Travelling Allowance for journeys by railway, double the fare of the class in which he is entitled to accommodation.

An Officer of the 4th class draws as Travelling Allowance the fare of the class in which he is entitled to accommodation.

Exception 1.—An Ordinary Member of the Governor General's Council is entitled to a reserved first class carriage for himself and party, and a reserved compartment of a third class carriage for his personal servants.[1]

[1] *Resolution by the Government of India, Public Works Department,—No. 171-89 R.T., dated 5th March 1883.*

In supersession of the orders contained in Public Works Department Resolution No. 200R T., dated 7th March 1882, His Excellency the Governor General in Council has been pleased to lay down the following Rules under which the Ordinary Members of the Supreme Council will in future travel over any railway in India:—

I.—When travelling to and from between Calcutta and Simla in consequence of the movement of the Head-Quarters of the Government of India to and from Simla.

(1) A Member of Council is provided with a special carriage on the railway lines on which he travels for the accommodation of himself, his family, and his personal servants.

NOTE.—No other free accommodation for servants than is afforded by the special carriage is admissible.

(2) A Member of Council is entitled to the conveyance of all his personal luggage at the public expense (*vide* Form A of requisition annexed)—

(*a*) if taken in the luggage van of the train to which his special carriage is attached; and

2.—A Chief Commissioner and a Member of the Executive Council in Bombay or Madras ~~when travelling within the limits of their Province~~, and a Resident of the 1st class ~~when travelling within the limits of his political charge~~, are entitled to a reserved first class carriage at the expense of Government.

~~For journeys outside their jurisdiction they are entitled to~~ a ~~reserved first class compartment~~.

They are also entitled to railway fares actually paid for the carriage of four servants at lowest class rates, and to the freight of luggage not exceeding 10 maunds.

3.—A Judge of a High Court draws treble first class fare on a tour of inspection.

RULE.—In the case referred to in Exception 1, a form, stating the reserved accommodation provided by the railway and signed by the Member of Council, is sufficient authority for the payment of the charges to the Railway Company at the ordinary rates stated in its printed tariff.

(*b*) if sent by him by any other train.

[NOTE.—All freight charges for stores or goods shall be paid for by the Member out of his private funds.]

(3) When a Member of Council uses his special privileges in the matter of railway accommodation in favour of his family, and he himself travels separately, he should arrange for his own journey at his private expense.

* * * * * *

II.—When travelling on duty otherwise than in consequence of the movement of the Head-Quarters of the Government of India to and from Simla.

(4) When travelling on a line of railway, a Member of Council is entitled to the use of his special carriage. But when his special carriage cannot be used on any line, he is entitled to a reserved carriage for himself and party, and, if there be no accommodation for servants in the carriage, to a reserve compartment of a 3rd class carriage for his personal servants.

[NOTE 1.—No other free accommodation for servants than is afforded by the special carriage or by the reserved accommodation is admissible.]
[NOTE 2.—Rule 2 regarding luggage applies to case under this Rule.]

* * * * * *

(2) The special carriage referred to in these Rules is to be entirely at the Honourable Member's disposal when used by him, and must be detached and detained at any station on his requisition.

(3) In the ordinary course of movement between Calcutta and Simla the arrangements for the special carriage will be made through the Secretary to the Government of India, Public Works Department, on the written requisition of the Honourable Member; in other cases the Honourable Member will apply direct to the Railway Administration of the line on which his journey commences, giving, if possible, at least 48 hours' notice: in both cases the accompanying Form B of requisition should be used.

(4) When travelling under the above rules the Honourable Member should not be asked for payment on account of his special or reserved carriage or personal luggage, but the Station Master at the initial station should give to the Honourable Member a special ticket or pass for the journey, and should obtain his signature to the certificate at the foot of the requisition which will have been sent to the Station Master by the Agent or Manager of the Railway to whom it was originally addressed.[1] This requisition will thus become a voucher in support of the accommodation provided, and will be submitted by the Auditor or Examiner of Accounts of the Railway on which the journey is commenced to the Civil Accountant General with whom he is in account for payment, all such vouchers being accepted as sufficient authority for pre-audit payment. Should the Accountant General desire further information before according final audit, he should refer the matter to the Secretary to the Government of India in the Public Works Department.

[1] In case the requisition has been made by telegraph, or from other cause sufficient time has not been allowed for the Station Master to receive the prescribed form of requisition, the Honourable Member should take a duplicate with him and hand it to the Station Master.

58. When an Officer is entitled to, or allowed, free transit by railway, whether under a free pass or otherwise, his Travelling Allowance must, save as specially provided in Exceptions 2, 3 and 5, to section 32, be reduced by the

FORM A.

Requisition for the carriage by Railway at the public expense of the personal luggage of Ordinary Members of the Governor General's Council.

(P W. D. Resolution No. 171-89 R T., dated 5th March 1883.)

This form is only intended to be used in the case of luggage sent by a different train from that in which the Honourable Member himself travels.

*Luggage to be conveyed from*_____*to*_____

Consignee.	Number of articles.	Description.	Approximate weight.		By passenger or goods train.	Remarks.
			Mds.	Srs.		

[Note.—For the satisfaction of the Honourable Member, and to enable him to recover his luggage in the usual manner, the Booking Clerk should give a receipt note for the luggage with a note thereon that the goods are to be delivered at destination without payment.

This requisition will serve as a voucher on which the Railway will recover the amount due from Government.]

_____

Member of Council.

FORM B.

Requisitions for special accommodation for Ordinary Members of the Supreme Council when travelling by Railway.

(P. W. D. Resolution No. 171-89R.T., dated 5th March 1883.)

To _____

Dated _____

Nature of accommodation.	From	To
Special saloon carriage with servants' accommodation, *or* Reserved 1st class carriage with one reserved compartment of 3rd class carriage for servants.		

*By train leaving*_____*Station at*

_____*h*_____*m on* _____

_____

Member of Council.

Certified that conveyance as above has been provided on this requisition.

_____

Member of Council.

Dated _____

amount of the fare which, but for such free transit, he would have paid.

RULE.—The Rules for free passes are printed as Appendix C to this Code.

59. When an Officer is entitled to travel in a higher class at a lower fare, his Travelling Allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

60. An Officer of the Public Works Department travelling on an unopened line of railway by trolly, material train, or engine, draws in addition to the actual cost of haulage (if any) the following mileage allowances, *i.e.*—

If an officer of the 1st class	1½ annas.
If an officer of the 2nd class	9 pies.
If an officer of the 3rd or 4th class	3 „

[NOTE 1.—The Sirhind Canal Railway is an unopened line within the meaning of this section.

NOTE 2.—The special allowance declared admissible by this section is not affected by Section 13.

NOTE 3.—An Officer cannot draw any other allowance in lieu of, or in addition to, this special allowance.]

RULE.—This section is not applicable to Officers of the Consulting Engineer's Department, or to Officers attached to open lines of railway.

CHAPTER XI.

Of the Rates of Travelling Allowance for Journeys by Sea or in a River Steamer.

61. When travelling by sea or in a river steamer, an Officer is entitled to a free passage or refund of passage-money at the following rates:—

(*a*) if of the first class, to passage-money for himself at first class rates and for two, or if his salary is not less than ₹1,000, for three, servants at lowest class rates;

(*b*) if of the second or third class, to passage-money for himself at middle or second class rates, and for one servant at lowest class rates.

(*c*) If there are only two classes of accommodation in a steamer, an Officer of the 2nd class is entitled to passage-money by the higher of the two classes of accommodation, and an Officer of the 3rd class to passage-money by the lower of the two. If there are four classes of accommodation in a

steamer, an Officer of the 2nd class will be entitled to passage-money by the second of the four classes of accommodation, and an Officer of the third class to passage-money by the third of those four classes;

(*d*) if of the fourth class, to passage-money for himself at lowest class rates.

Provided that—

I. An officer of the second class whose pay is not less than ₹200, may elect for any journey to draw the allowance under clause (*a*), in which case he will also come under the other rules in this Chapter applicable to first class officers.

II. The Head of the Office may direct that any Ministerial Officer whose pay does not exceed ₹30 shall be granted the allowance under clause (*d*) only.

RULE 1.—Local Governments shall have power to decide to what class of accommodation any particular Officer is entitled, in cases of doubt or in cases in which, owing to the arrangement of the classes on the steamer, the rules if construed strictly involve hardship.

RULE 2.—Except as provided in section 14, no more personal luggage can be carried at the expense of the State than the quantity the freight on which by custom is included in the charge for passage.

62. An Officer of the classes specified below is, in case of transfer, entitled to passage-money for each member of his family actually travelling with him, at the rates admissible for himself or at half those rates, according as, by the rules of the vessel, full or half passage-money is payable for such member:—

(*a*) Warrant Officers;
(*b*) Non-Commissioned Military Officers;
(*c*) European soldiers; and
(*d*) Officers of the second or third class (section 4) whose pay is less than ₹200.

If, however, any member of the family of such an Officer is prevented by good and sufficient cause from actually travelling with him, the Local Government may sanction the grant of passage-money for such member, provided he (or she, as the case may be) follows the Officer within a period not exceeding six months from the date of his transfer.

63. (*a*) If board is provided on the vessel either by its owners or its Commander or otherwise, the charge for such board, whether actually included in the passage-money or

not, is reckoned as passage-money for the purpose of sections 61 and 62; but, in that case, table-money is recovered from an Officer of the first class (other than a Native of India, hindered by caste or other scruples from availing himself of the board so provided) at the following rates for every day on which dinner is provided for him on board:—

(1) if the board includes wines and liquors, three-twentieths of salary up to a maximum of ₹8.

(2) if the board does not include wines and liquors, three-fortieths of salary up to a maximum of ₹4.

(*b*) If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an Officer of the second, third, or fourth class is entitled to table-money for every day on which he dines on board—

(1) at the rate of daily allowance prescribed in section 31, subject to a minimum of annas 4 for himself and for each member of his family for whom passage-money is admissible and who is not less than six years of age, and

(2) at half such rate for each such member of his family who is less than six years of age.

EXPLANATION.—Table-money is not recovered from an Officer of the 2nd, 3rd, or 4th class in the case mentioned in clause (*a*), nor paid to an Officer of the 1st class in the case mentioned in clause (*b*).

Exception.—Port Officers, when travelling on detached duty, are not subject to any deduction for table-money, if board is provided in the vessel, and if board is not provided, are entitled to table-money at the following rates:—

	₹	*a.*	*p.*	
Senior Port Officers	4	0	0	a day.
Junior „	3	0	0	„

RULE 1.—A second class passenger is not entitled to be supplied with mess at the Commander's table, unless no other mess is provided on the steamer.

2.—When the route by which an Officer is entitled to draw Travelling Allowance embraces a journey by sea which is not actually undertaken (whether owing to the Officer's not travelling by the direct route or otherwise), table-money should be recovered from or paid to such Officer for the average number of days which the passage occupies; such average, in case of doubt, being determined by the Local Government.

3.—Officers of the Persian Gulf Telegraph Division, when on

board the vessel attached to the Department for telegraph duties, will, for the purpose of messing, be divided into two classes, *i.e.*—

Class A—

Director-in-Chief.
Directors.
Assistant Director, Persian Telegraphs.
Engineer and Electrician.
Superintendents.
Assistant Superintendents.

Class B—

Inspectors.
Clerks and others.

For officers of the class A, the general mess will receive the sum of ₹4 per head a day, exclusive of wines, beer, &c.

For officers of the class B, the general mess will be paid the sum of ₹3 per head a day, exclusive of wines, beer, &c.

Families of officers will be entertained at the rates fixed in section 64.

Table-money will be recovered from officers of the class A for themselves and families at the rates laid down in sections 63 and 64, but no recovery will be made from officers of the class B.

64. Section 61 applies so far as regards the nature and amount of accommodation to be furnished to an Officer travelling otherwise than on payment of passage-money in a vessel, the cost of which is paid by the State or from Local Funds. Section 62 applies to such an Officer.

RULE 1.—This section does not apply to an Officer travelling by a vessel the crew of which is not paid for by the State or Local Funds, but by the Officer using it. Section 13 applies to such a case.

2.—An Officer is bound to travel in an Indian Government vessel, if suitable accommodation be offered to him.

3.—The rates payable to Commanders of Indian Government vessels for the entertainment on board of such vessels of Officers of the 1st and 2nd classes, together with their families and servants, and all Officers in inferior service, when such Officers travel as ordinary passengers, are given in Table III in Appendix D.

4.—The rates payable for the entertainment on board of an Indian Government vessel of Officers travelling on special occasions, and for the entertainment of any Officers and their families on board Her Majesty's Ships of War in the Indian Seas, are contained in Tables II and I in Appendix D.

[NOTE.—The Superintendent of Port Blair when crossing on board the station steamer travels in his capacity of Superintendent, and not of Chief Commissioner. The rates payable for his entertainment are therefore those provided in Rule 3.]

65. The Rules in this Chapter apply to an Officer crossing a river by steamer in the course of a journey; but when such

river crossing occurs in the course of a railway journey and the charge therefor is included in the railway fare, the rules regarding railway journeys are applied.

66. In addition to passage-money an Officer travelling by sea shall be reimbursed the actual expenses incurred by him in embarking and disembarking at ports.

CHAPTER XII.

Of the Rates of Travelling Allowance for Journeys by Road.

67. For journeys by road, Officers are entitled to mileage allowances at the following rates:—

Officers of the 1st class	8 annas.
„ „ 2nd „	4 „
„ „ 3rd „	2 „
„ „ 4th „	1 anna.

provided that a Ministerial Officer (except in cases of transfer) is only entitled to actual travelling expenses not exceeding the rate for his class.

Exception 1.—A Judge of a High Court when on a tour of inspection draws a mileage of one rupee.

2.—A junior Port Officer in Madras draws a mileage of 8 annas for a journey on tour.

3.—Postal Officers of the 1st and 2nd classes when allowed a free seat in a postal conveyance are entitled to only half the above rates.

4.—Officers of the Persian Telegraph Division are entitled in lieu of the above rates to draw, when travelling by road, the daily allowances to which they are entitled according to rank, and to be provided with mules and riding horses according to the following scale:—

For journeys on transfer.

Superintendents, Assistant Superintendents, and Medical Officers—20 mules.

Inspectors and Signallers—10 mules and one riding horse.

When marching within their circle.

	Number of Mules.	
	If with tents.	If without tents.
Director	20	14
Superintendent	16	10
Assistant Superintendent	14	8
Inspectors	7	3

5.—Subject to the provisions of section 13, Officers of the Political Residency, Persian Gulf, are entitled, when travelling by road, to be

provided with mules not exceeding the number in the following scale :—

	With tents.	Without tents.	
Resident	36	30	
Political Assistant, including Medical Officers—			
(*a*) When accompanying Resident . .	10	6	
(*b*) When travelling independently . .	16	10	
Other Assistants—			
(*a*) When accompanying Resident . .	7	4	
(*b*) When travelling independently . .	9	6	
Clerks, Native Agents, Moonshis and others .	4	3	Including one riding animal.
Inferior servants	1	1	
Sowars, for every two	1	1	

6.—An Officer travelling by boat in Assam is entitled to mileage at half the rate for his class.

7.—Joint and Assistant Inspectors of Schools in Bengal draw a mileage of 6 annas for a journey on tour.

8.—An overseer in the Public Works Department draws a mileage of only two annas, even though he comes into the second class.

9.—An Accountant of the Public Works Department promoted to the rank of Honorary Assistant Examiner is entitled to 8 annas a mile for journeys on public service.

68. In calculating Travelling Allowance at mileage rates, fractions of a mile should be omitted.

RULE.—Fractions of a mile should be omitted only in the total of a bill for any one journey, and not in the various items which make up the bill.

69. When an Officer of a class lower than the first is required by a superior authority to travel by any special means of conveyance, the cost of which exceeds the mileage allowance admissible under section 67, the actual cost of transit by such means may be drawn in lieu of such mileage.

RULE.—When the actual cost of transit is drawn under this section, the bill must be supported by a certificate signed by the superior authority and countersigned by the controlling authority, certifying that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary. The Accountant General will report, for the orders of the Local Government, any case in which the concession appears to have been improperly granted.

CHAPTER XIII.

Of Special Rates of Travelling Allowance for Special Localities.

70. A Local Government may, with the previous sanction

of the Government of India, prescribe that the ordinary rates of daily allowance, or mileage, or both, shall be increased either in a definite ratio or in any other suitable manner for all persons travelling in any specified district or locality in which travelling is specially expensive, provided that—

I.—No daily allowance shall be increased so as to exceed ₹10.

II.—No mileage shall be increased so as to exceed one rupee.

III.—The Local Government may, if it thinks fit, except any Officer or class of Officers from the general rate of increase, and direct that either the ordinary rates, or a lower rate of increase, be granted to such Officer or class of Officers.

IV.—No increased allowances shall be drawn for journeys by railway.

RULE 1.—In the Provinces, Districts, or Tracts mentioned below, daily allowances are increased in the proportions stated against them, subject to the above provisoes:—

Name of Tract.	*Increase.*
Agency Tracts of Northern Circars . . .	Double.
Kollegal Taluk, that portion of the Satyamangalam Taluk which lies above the ghâts, and the Anamalai Hills in the Coimbatore District .	
Wynaad Taluk of the Malabar District and South-East Wynaad	
Kashmir and Nepal	
Simla and Darjeeling (confined to Officers stationed in these Districts)	
Coorg	66⅔ per cent.[1]
Assam, Burma, Ladak, Chittagong Hill Tracts, Beluchistan, and Sonthal Perganas . .	50 „
Nilgiris (confined to officers of the second and lower classes)	
Melghat in Berar	25 „

In Coorg, Beluchistan, Chittagong Hill Tracts, Kashmir, Nepal, and Burma, mileage is increased in the same proportion as the daily allowance.

In the several districts of the Dacca and Chittagong Divisions and in the districts of 24-Pergunnahs, Jessore, and Khoolna, the mileage, but not the daily rate, is increased by 50 per cent. for journeys by boat.

In the Hill Tracts of the Northern Circars, the mileage of Inspectors of Schools is increased in the same proportion as the daily rate.

2.—Double daily allowances are granted to subordinate Revenue Officials during journeys to the Laccadives. This special rate is,

[1] *i.e.*, two-thirds as much again

in the case of Officers mentioned in the first sentence of section 31, Exception 5, double the rate admissible under that sentence, or four times the ordinary rates of section 31.

3.—Táluk officials are allowed to draw Travelling Allowance at the ordinary rates—

(*a*) when travelling in the Bhadrachellam Taluk;
(*b*) when travelling in any of the tracts mentioned in Rule 1, for which double allowances are sanctioned.

Peons travelling in the Melghat, Berar, are also allowed travelling allowance at the ordinary rates.

4.—Deputy Inspectors of Schools, when travelling in those tracts in Madras for which double allowances are sanctioned, draw mileage at ordinary rates for the distance travelled in addition to their permanent allowance.

5.—The following members of the establishment of the Bagdad Residency draw daily allowances at rates noted against their names, instead of the allowances admissible under Section 31 :—

Vernacular clerks	12 annas a day.
Jemadar	12 „ „
Cavasses	6 „ „

6.—The grooms attached to the Agency establishment in Turkish Arabia draw a daily allowance of 4 annas each when accompanying the Resident on tour.

CHAPTER XIV.

Miscellaneous Rules.

71. A bill for Travelling Allowance (other than a permanent allowance) of an Officer, other than the Head of a Department, on tour should not be paid unless countersigned by the Controlling Officer.

Exception 1.—A Chaplain's bills do not require any countersignature, but must be accompanied by the order of the Bishop or Commissary of the Diocese authorising him to make the journey.

2.—Bills for Travelling Allowance of Ministerial Officers may be paid without countersignature, provided that detailed countersigned bills are subsequently submitted to the Account Officer for adjustment.

RULE 1.—The Local Government may declare who shall be the Controlling Officer for all or any of the Officers of any particular Department.

2.—It is the duty of the Controlling Officer to scrutinise the necessity, frequency, and duration of journeys or halts for which Travelling Allowance (whether permanent or other) is claimed. The Controlling Officer may disallow the whole or a portion of the Travelling Allowance claimable for any journey or halt, if he considers that the journey was unnecessary, or that it was not completed with due

expedition, or that the halt was of excessive duration. He should also carefully check any tendency to abuse the option of exchanging a daily rate for mileage under section 32.

3.—The Local Government may lay down any subsidiary regulations that it thinks fit, for the guidance of a Controlling Officer of any Department under the preceding Rule.

4.—A Controlling Officer (other than the Head of a Local Government or Administration, including the Commissioner in Sind) may not delegate the duty of countersignature to a subordinate.

5.—An Account Officer will accept any bill, duly countersigned, for Travelling Allowance which is admissible under the rules contained in this Code. It is the duty of the Controlling, and not of the Account, Officer to enforce Departmental Rules.

72. The Travelling Allowance of an Officer, on whatever duty he may be employed, is charged to the same head as his pay.

Exception 1.—Travelling Allowance paid to Gazetted Officers for attending examinations, is debited to the head "Miscellaneous."

2.—The Travelling Allowance of a Military Officer, attached to a Horse-Breeding Department, is debited to the Civil Department, even when his pay is debited to the Military Department.

3.—The Travelling Allowance of an Officer, called away from his duty to give evidence in any Court, shall, during the period of his absence, be debited to the Department which would bear the charge if the Officer were on duty.

4.—The Travelling Allowance of the Port Officer or Deputy Port Officer at Rangoon is debited to Provincial Services, though the salaries of these Officers are paid from the Rangoon Port Fund.

5.—The Travelling Allowance drawn by the Medical Officer in charge of the British Troops at Calicut, for journeys to and from the Lunatic Asylum at that station, is debited to the Civil Department.

6.—The Travelling Allowance of an Officer paid from a Local Fund, may, when travelling in the execution of Government duty, be paid and charged to Provincial Revenues.

RULE.—This section applies to the Travelling Allowance of a Medical Officer for a journey to attend on an Officer entitled to such attendance.

73. The Travelling Allowance of an Officer transferred from one Department to another is debited to the Department to which he is transferred.

74. Honorary Magistrates, who are not officials of Government, may, when employed on local investigations at a distance of more than five miles from their residence, or the Court in which they sit, draw for journeys by rail, double second-class fare, and for journeys by road, 4 annas a mile.

SCHEDULE A.

List of Officers referred to in Section 4 (*a*).

Department.	*Title of Officer.*
1. Land Revenue . .	Assistant Commissioners in Non-Regulation Provinces, with exception of the 2nd Assistant Commissioner in Coorg, Assistant Collectors in Sind, and Extra Assistant Superintendents, Port Blair.
2. Forest . . .	Deputy and Assistant Conservators of Forests.
3. Customs . . .	Assistant to the Collector of Sea Customs, &c., Karachi.
4. Opium . . .	Sub-Deputy Opium Agents.
5. Post Office . .	Superintendents, Personal Assistants to Post Masters General, and Examiners.
6. Telegraph . .	Assistant Superintendents and, on the Mekran line, Officers whose pay is not less than ₹250.
7. Survey of India .	Surveyors, 1st grade.
8. Madras Survey Department.	Second class and Probationary Assistant Superintendents.
9. Financial Department	Probationers and Chief Superintendents.
10. Salt Department .	Assistant Commissioners, Northern India and Madras, and Assistant Collectors, Bombay.
11. Administration . .	Assistant to the Commissioner in Sind.
12. Minor Department .	Meteorological Reporter.
13. Police . . .	District and Assistant District Superintendents, including Probationers.
14. Jail	Assistant Superintendents of Jails, Bengal.
15. Marine . . .	Senior Port Officers.
16. Education . .	Inspectress of Schools, Madras and Calcutta, and the Superintendent of the School of Arts, Madras.
17. Medical . . .	Chemical Examiner, British Burma.
18. Political . . .	Assistant Political Agents, and the Native Attachés, Indore, Rajputana, and Beluchistan.
19. Public Works . .	Assistant Engineers, Deputy and Assistant Examiners, Officers of Class IV of the Revenue Establishments of State Railways, and Apprentices.

SCHEDULE A—*continued.*

Department.	*Title of Officer.*
20. Archæological Department.	Assistants in the Archæological Survey of India, and Government Archæologist, British Burma.
21. Marine Survey .	Assistant Superintendents.
22. Geological Survey .	Assistant Superintendents.
23. Miscellaneous . .	Assistant Superintendents of Government Farms, Madras.

SCHEDULE B.

Officers not entitled to Travelling Allowance for Journeys on Tour.

(*Section 22, Exception 1.*)

Number of Entry.	Name of Officer.	Limitations and Exceptions.
1	Assistant Collector of Salt Revenue, Kharaghora.	
2	Kotegasts, jemadars, and peons of the Northern India Salt Department.	
3	Sub-Inspectors and other subordinates of the Madras Salt Department, except office establishment of Commissioners and Deputy and Assistant Commissioners.	Entitled to Travelling Allowance for forced marches by road under special orders.
4	Officers of the Vaccination Department, below the rank of Deputy Superintendent elsewhere than in Madras, Bengal, British Burma and Assam.	Vaccinators on the staff of a Deputy Sanitary Commissioner in the Punjab may be granted Travelling Allowance at mileage rates, with the sanction of the Local Government, when required to travel rapidly to a distant place. Vaccinators in Coorg as well as the Inspector of Vaccination in that Province receive fixed allowances. *Vide* Entries Nos. 134 and 139 in Schedule D.
5	Sub-Deputy Collectors in Bengal and Kanoongoes in Bengal and Assam.	For journeys in a boat they are entitled to Travelling Allowance. For journeys in a public conveyance they are entitled to Travelling Allowance at mileage rates for the whole distance, on a certificate from the Controlling Officer that it was necessary to travel by such means of conveyance. For

SCHEDULE B—*continued.*

Number of Entry.	Name of Officer.	Limitations and Exceptions.
	Sub-Deputy Collectors in Bengal and Kanoongoes in Bengal and Assam—*contd.*	other journeys of more than 15 miles in one day they may draw travelling allowance for the excess over 15 miles on a certificate from the Controlling Officer that it was necessary for them to travel at so rapid a rate. The daily rate for Sub-Deputy Collectors employed in the Western Dooars of Julpigoori has been fixed at ₹3.
6	Supervisor and Registrar Kanoongoes, in the North-Western Provinces and Oudh.	
7	Tahsildars (other than those employed in Chittagong and Orissa, Bengal) and Tahsili officials.	
8	Taluk officials in Madras and Coorg.	Gumashtas, shroffs, peons, and mosalchis in Madras are excepted.
9	Subordinate officers of Revenue Survey, Madras, with the exception of office establishment of the Superintendent and Deputy and Assistant Superintendents.	Entitled to Travelling Allowance when employed on Topographical and other special surveys.
10	Field establishments of the Revenue Settlement Department, Madras.	
11	Menials attached to Survey parties in the field.	
12	Foresters not in charge of ranges and Forest guards (elsewhere than in Madras).	
13	Abkari Darogahs in the Punjab.	
14	Civil Court Amins in the North-Western Provinces and Oudh.	
15	Process-servers and Bailiffs	In Sind, Bailiffs and Process-servers are temporarily allowed to draw the Travelling Allowances prescribed in Bombay Government Notifications Nos. 1365 and 1169, dated respectively the 25th February 1880 and 23rd February 1883.
16	Rural Sub-Registrars in Bengal.	

SCHEDULE B—*continued.*

Number of entry.	Name of Officer.	Limitations and Exceptions.
17	Sub-Overseer in the Public Works Department.	May be granted Conveyance Allowance by the Local Government under Section 29, Rule 6. May be allowed mileage under the special order of the Executive or Assistant Engineer.
18	Petty establishments in the Public Works Department expressly engaged for services in the field.[1]	
19	Surveyors in the Public Works Department.	
20	Train Staff or Running Establishment of a State Railway.	
21	Telegraph Department Sub-Inspectors, Linemen and Batterymen.	May be granted Travelling Allowance under the special sanction of the Director General of Telegraphs.
22	Save in Madras, Bengal, and Assam, peons and other petty Officers (Jemadars, &c.) attached to the office of the District Officer or his assistants or deputies, to whatever Department their salary be may charged.	Entitled to have their necessary baggage, including utensils, conveyed at Government expense, when employed on escort duty.
23	Havildars and peons of Civil and Sessions Judges and Assistant Sessions Judges in Bombay.	
24	Police Officers and men of all grades (including the Najib Establishment[2] of the Thaggee and Dacoity Department) below the rank of Assistant Superintendent.	Entitled to have their necessary baggage, including utensils, conveyed at Government expense, when employed on escort duty. *Exception.*—The following Officers are excepted :— (*a*) Railway Police officers and men. (*b*) Inspectors of Railway Police. (*c*) European Inspectors in the interior of districts in British Burma. (*d*) District Armourers in the Madras Presidency. (*e*) Officers entered in Schedule D as entitled to a fixed Monthly Travelling Allowance.

[1] The Local Government, in case of doubt, may decide whether any particular Officer or class of Officers comes within this term or not.

[2] "The ordinary jurisdiction of Police Officers attached to this establishment is confined to a radius of 50 miles from the head-quarters of each Sub-Agency in Rajputana, Central India, and Hyderabad Territory."

SCHEDULE B—*concluded.*

Number of Entry.	Name of Officer.	Limitations and Exceptions.
25	Tent-pitchers in the Punjab.	
26	Settlement Field Establishments in the Punjab, including Deputy Superintendents and Munserims, and Chaprasis of District Settlement Establishments.	Chaprasis are entitled to have their necessary baggage, including utensils, conveyed at Government expense, when employed on escort duty.
27	Salutris, zilladars, and nalbands of the Horse-Breeding Department.	Branders of the Horse-Breeding Department are entitled to Travelling Allowance when accompanying Assistant Superintendents on inspection duty.
28	Peons on the establishments of District Forest Officers in Bombay.	
29	Talatis in Bombay.	As in the second sentence of Exception 2 to section 28.

SCHEDULE C.

Tentage Allowances.

(*Section 23, Rule 1.*)

PART I.—MADRAS.

(*a*)—*Officers entitled to an allowance of ₹87-8 a month.*

1. Director of Revenue Settlements.

1 (*a*). Colonel C. J. Stuart } Deputy Directors [1] of Revenue
1 (*b*). Mr. G. P. Clerk } Settlements.

(*b*)—*Officers entitled to an Allowance of ₹50 a month.*

2. Collectors and Magistrates.
3. Sub-Collectors and Joint-Magistrates.
4. Principal Assistants to Collectors.

(*c*)—*Officers entitled to an Allowance of ₹25.*

5. Senior and Special Assistants to Collectors.
6. Head Assistant Collectors.

(*d*)—*Officers entitled to an Allowance of ₹11-1-9.*

7. Passed, Unpassed and Supernumerary Assistant Collectors.
8. Such Deputy Collectors as the Local Government require to maintain the prescribed equipment of tents.

[1] The allowance is to be drawn so long as these Officers remain in their present positions.

SCHEDULE C—*continued.*

PART II.—BOMBAY.

(a)—Officer entitled to an Allowance of ₹100 a month.

1. Superintendent of Revenue Survey after 3 years' service.

(b)—Officers entitled to an Allowance of ₹75.

2. Superintendent, Deputy Superintendents, Assistant Superintendents, and Acting Assistant Superintendents of Revenue Survey.

(c)—Officers entitled to an Allowance of ₹55-8-11.

3. Commissioner of Customs.
4. Commissioners of three Divisions.

(d)—Officer entitled to an Allowance of ₹55.

5. Survey and Settlement Commissioner, Bombay.

(e)—Officers entitled to an Allowance of ₹50.

6 Collectors, Bombay and Sind.
7. Collector and Deputy Collector of Salt Revenue, Bombay.

(f)—Officers entitled to an Allowance of ₹44-7.

8. Inspector General of Prisons.
9 Deputy Commissioners, Thar and Parkar, and Upper Sind Frontier.
10. Judicial Commissioner, District Judges and Assistant Commissioner in Sind.

(g)—Officers entitled to an Allowance of ₹25.

11. Assistant Political Agent, Mahi Khanta.
12. Assistant Political Agent and Tutor to the Maharaja, Kulhapur.
13. First and Second Assistant Collectors.
14. First and Second Assistant Collectors of Salt Revenue.
15. Deputy Collector in charge of Settlement Office.
16. Extra Assistant Collector of Salt Revenue at Goa and Assistant British Delegate for the Portuguese Treaty.
17. Talukdari Settlement Officer, Gujarat.
18. Director of Agriculture.

(h)—Officers entitled to an Allowance of ₹22-3-6.

19. Head Assistant Collectors in Sind.

(i)—Officer entitled to an Allowance of ₹20.

20. Deputy Sanitary Commissioner and Superintendent of Vaccination.

SCHEDULE C—*concluded.*

(*j*)—*Officers entitled to an Allowance of* ₹15.

21. Assistant Political Agent, Rewa Khanta.
22. District Deputy Collectors.
23. Assistants to three Divisional Commissioners, including the Native Assistant to the Commissioner, Northern Division.
24. 3rd and 4th class Assistant Collectors of Salt Revenue and Native Assistant to the Collector of Salt Revenue.
25. Personal Assistant to the Commissioner of Customs, Salt, Opium, and Abkari, Bombay.
26. Daftardar to the Commissioner in Sind.

(*k*)—*Officers entitled to an Allowance of* ₹11-1-9.

27. Educational Inspectors.
28. Assistant Collectors.
29. 2nd and 3rd Grade and Supernumerary Assistant Collectors in Sind.

(*l*)—*Officers entitled to an Allowance of* ₹10.

30. Duftardars to Collectors, Bombay and Sind.

SCHEDULE D.

Permanent Monthly Travelling Allowances.

(*See Section 26.*)

(*a*)—*Officers entitled to an Allowance of* ₹300.

1. Superintendent, Geological Survey.
2. ~~Inspector General of Forests.~~[1]
3. Director of Agriculture, Bombay.

(*b*)—*Officers entitled to an Allowance of* ₹250.

4. Commissioner in Sind.
5. Commissioner of Division (including the Commissioner, Hyderabad Assigned Districts).
6. Commissioner of Customs, Opium, and Abkari, Bombay.
7. Commissioner of Salt Revenue, Northern India and Madras.
8. Agent to the Governor General for Beluchistan.
9. Survey and Settlement Commissioner, Bombay.
10. Settlement Commissioner, Punjab.
11. Revenue Settlement Secretary, British Burma.
12. Sanitary Commissioner, Bengal ~~and North-Western Provinces.~~
13. ~~Director of the Department of Agriculture and Commerce, North-Western Provinces, British Burma, and Assam.~~
14. Inspector General of Jails, Bengal ~~and North-Western Provinces.~~

[1] This allowance is to cover also the ~~expenses of the journeys to and from Simla~~ with the ~~Government of India.~~

SCHEDULE D—*continued.*

15. Principal Deputy Collector for Railways, in Bengal.
16. President of Rajasthanik Sabha in Kathiawar.[1]
17. Manager of Encumbered Estates in Sind.[2]

(*c*)—*Officers entitled to an Allowance of* ₹225.

18. Special Assistants to Collectors, Ganjam, Vizagapatam, and Godaveri.

(*d*)—*Officers entitled to an Allowance of* ₹200.

19. Judicial Commissioner in Sind.
20. Inspector-General of Prisons, Bombay.
21. Conservators of Forests, Bombay and Madras, and School Circle, North-Western Provinces.
22. Deputy Commissioner of Upper Sind Frontier District and Thar and Parkar.
23. Assistant Commissioner in Sind.
24. Talukdari Settlement Officer, Gujarat.
25. Deputy Conservator of Forests in charge of Cinchona Plantations, Nilgiris, in addition to his own Division.
26. Deputy Collectors and 1st Class Assistant Collectors of Salt Revenue in Bombay.
27. The Extra Assistant Collector of Salt Revenue at Goa and Assistant to the British Delegate for the Portuguese Treaty.
28. Superintendents of Police of 4th and higher grades in Bombay.
29. Political Agents, Kathiawar, Kolhapur, Cutch, and Mahi Kantha.
30. Assistant Political Agent, Kolhapur, and 2nd in Command, Kolhapur Infantry Corps.[3]
31. Joint Administrators of the Gondal and Sangli Estates.[1]
32. Political Superintendent, Savantvadi.
33. Executive Engineer, Bhavnagar.[1]
34. Superintendent of Surveys under Rajasthanik Court.[1]
35. Political Superintendent of Palanpur.

(*e*)—*Officers entitled to an Allowance of* ₹180.

36. Political Agents, Thal Chotiali, Jacobabad, and the Quetta and Pishin Districts, Beluchistan.[4]

(*f*)—*Officers entitled to an Allowance of* ₹170.

37. Collectors of Ganjam, Vizagapatam, and Godaveri Districts, and of the Nilgiris, and Principal Assistants to Collectors, Ganjam and Vizagapatam.

[1] Payable by Native State.
[2] Includes tentage allowance, and is paid from the Encumbered Estates Fund.
[3] Includes tentage, and is paid by the Kolhapur Estate.
[4] Payable from the surplus revenue of the Quetta District.

SCHEDULE D—*continued.*

(*g*)—*Officer entitled to an Allowance of* ₹160.

38. Deputy Superintendent of Revenue Survey and Settlement in Bombay.

(*h*)—*Officers entitled to an Allowance of* ₹150.

39. The Commissioner of Ajmer and Merwara.
40. Collectors and Magistrates in Bombay and (save as provided in Entry 37) Madras.
41. Sub-Collectors in Madras.
42. Head and 2nd Assistant Collectors and (when in charge of a Division of a District) Third and Supernumerary Assistant Collectors in Sind.
43. Deputy Commissioner, Arakan Hill Tracts.
44. First and Second Assistant Collectors in Bombay.
45. Deputy Collectors who are Assistants to Commissioners of Divisions in Bombay and the Personal Assistant to the Commissioner of Customs, &c., Bombay.
46. Deputy Conservators of Forests in Madras and Bombay.
47. Assistant Conservators of Forests in Bombay who have passed in a vernacular language.
48. Political Officer in the Khyber.
49. Senior Assistants to the Collectors, Ganjam and Vizagapatam.
50. Collector of Salt Revenue, and Assistant Collectors of Salt Revenue of the 2nd and 3rd classes in Bombay.
51. The Officer in charge of the Bushahr Forest Division in the Punjab.
52. Deputy Commissioner of the Salween District.
53. Superintendents of Revenue Survey in Bombay.
54. Superintendents of Police of the 5th grade and Assistant Superintendents of Police (except at Karachi) in Bombay.
55. Deputy Sanitary Commissioner or Superintendent of Vaccination (except in the Presidency Circle), Bombay.
56. First Assistant to the Political Agent in Kathiawar.
57. Assistant Political Agent, Kutch.[1]
58. Assistant to the Agent, Governor General, Beluchistan, at head-quarters, and the Commandant, Beluch Guides.
59. Medical Officer of Agency, Beluchistan.
60. Officers employed in the examination of Court-fee stamps in the District Record Rooms in Bengal.[2]
61. Babu Bhogaban Chunder Sen, Dearah Settlement Deputy Collector.
62. Assistant Political Agents in the Southern Maratha country, and Mahi Khanta, and the second, third, and fourth Assistants to the Political Agent, Kathiawar.

[1] Payable by Native State.
[2] This allowance includes Deputation as well as Travelling Allowance.

SCHEDULE D—*continued.*

(*i*)—*Officer entitled to an Allowance of* ₹120.

63. Assistant Conservator of Forests in Madras.

(*j*)—*Officers entitled to an Allowance of* ₹110.

64. Assistant Settlement Officers in the Revenue Survey and Settlement Department, Bombay.
65 Joint Commissioner, Ladak.

(*k*)—*Officers entitled to an Allowance of* ₹100.

66. Special, Senior, Head and Passed, Unpassed, and Supernumerary Assistant Collectors in Madras, with the exception of the Special Assistants in Ganjam, Vizagapatam, and Godavari, and the Senior Assistants, Ganjam and Vizagapatam.
67. Assistant Collectors in charge of Talukas in Bombay.
68. Deputy Collector in charge of the Alienation Settlement Office in the Panch Mahals.
69. Third Assistant Collectors in Sind not otherwise provided for.
70. District Deputy Collectors of the 1st and 2nd classes, and Deputy Collectors, who are Native Assistants to Commissioners of Divisions, in Bombay.
71. ~~The Extra Assistant Commissioners of Pakehan and Malewun in Burma.~~[1]
72. Inspectors of Registration Offices, Bombay.
73. Assistant Political Agents, Kolhapur and Rewa Kantha.
74. Assistant Political Agent, Kolaba, in charge of the Janjira State.[2]
75. ~~The Medical Officer of the Kotah and Jhalawar Agencies.~~[2]
76. Educational Inspectors in Bombay.
77. Assistant Collectors of Salt Revenue of the 4th class in Bombay.
78. Assistant Superintendent of Police, Arakan Hill Tracts.

(*l*)—*Officers entitled to an Allowance of* ₹90.

79. The Native Assistants to the Agent to the Governor General in Beluchistan.
80. Local Auditors in Bengal

(*m*)—*Officers entitled to an Allowance of* ₹75.

81. District Deputy Collectors in Bombay not coming under Entry No. 70, and Deputy Collectors in charge of Sub divisions in Sind.
82. Native Assistant to the Collector of Salt Revenue in Bombay.

[1] On condition that they maintain a boat each, in serviceable condition to the satisfaction of the Commissioner.

[2] ~~Payable by Native State.~~

SCHEDULE D—*continued.*

(n)—Officers entitled to an Allowance of ₹60.

83. Assistant Superintendents of Revenue Survey of the 1st and 2nd grades in Bombay.
84. Sub-Assistant Conservators of Forests in Bombay[1] and Madras.[2]
85. Vice-Consul, Chiengmai.

(o)—Officers entitled to an Allowance of ₹50.

86. District Deputy Collectors not in charge of Sub-divisions in Sind, including Commissioner's Duftardar.
87. Police Inspector (special) at Ponani, in the Malabar District.
88. Deputy Inspectors of Schools in the Hill Tracts of the Northern Circars.

(p)—Officers entitled to an Allowance of ₹40.

89. Officers on the establishments of Divisional Commissioners Bombay, whose pay is not less than ₹100 a month.

(q)—Officers entitled to an Allowance of ₹37½.

90. Deputy Inspector of Schools, Nilgiri District.
91. Deputy Inspectors of Schools in Malabar and South Canara.

(r)—Officers entitled to an Allowance of ₹30.

92. The Forest Officer in charge of the Changa-Manga Plantation in the Punjab, provided his pay does not exceed ₹250.
93. Assistant Superintendents of the 3rd, 4th, and 5th grades, and qualified Acting Assistant Superintendents (on ₹150 a month), Revenue Survey, in Bombay.
94. Deputy Inspector of Schools, British Sikkim.
95. Excise Sub-Inspectors in Dacca, Darjeeling, Faridpur, Backergunge, Mymensingh, and Tipperah.
96. Assistant Inspector of European Schools in Bengal stationed at Calcutta.

(s)—Officers entitled to an Allowance of ₹25.

97. Mamlatdars in Bombay.
98. Inspectors of Police in Bombay.

[1] The following officers, who held permanent appointments as Sub-Assistant Conservators of the 1st grade on the 17th July 1878, are entitled to an allowance of ₹80:—

Mr. Narayan Balal Okhe.
" Narayan Anant Ukidve.
" B. J. Haselden.

[2] Sub-Assistant Conservators travelling in the Madras tracts mentioned in section 70, Rule 1, shall draw ₹80 a month.

SCHEDULE D—*continued.*

99. Inspector of Western Rajputana State Railway Police.
100. ~~Sar-Karkun of Matanga~~.
101. ~~Ganja Supervisor, Rajshahye~~.
102. Police Inspectors in Madras, whatever their grade, employed in the Nilgiri Hills.
103. Inspectors of village registration in the districts in which the Deccan Agriculturists' Relief Act, 1879, is in force.
104. Officers on the establishments of Divisional Commissioners, Bombay, whose pay is less than ₹100 but not less than ₹75 a month.
105. Deputy Inspectors of Schools for Calcutta and Bombay (town).
106. Inspectors, Thagi and Dakaiti Department.
107. Deputy Inspectors of Schools, Madras Presidency, except in the Nilgiris District.

(*t*)—*Officers entitled to an Allowance of ₹20.*

108. The two special Sub-Inspectors of Police in Bengal employed for the purpose of dealing with cases of robbery by the administration of stupefying drugs.
109. Assistants to the Ganja Supervisor, Rajshahye.
110. Officers on the establishments of Divisional Commissioners, Bombay, whose pay is less than ₹75 but not less than ₹50 a month.

(*u*)—*Officers entitled to an Allowance of ₹16.*

111. Cattle Pound Inspectors in Bengal.

(*v*)—*Officers entitled to an Allowance of ₹15.*

112. Mahalkaris in Bombay.
113. Police Inspectors, 1st, 2nd, and 3rd classes, in Madras.
114. Sheristadars of Assistant Collectors and Magistrates, of District Deputy Collectors, of the Assistant Political Agents in the Mahi Kantha and Rewa Kantha, of Deputy and Assistant Conservators of Forests, of Forest Settlement Officers, and of the Talukdari Settlement Officer in Bombay.
115. Sherishtadars of Deputy and Assistant Collectors and of the Native Assistant Collector of Salt Revenue in Bombay.
116. Head Clerks of Deputy and Assistant Collectors of Salt Revenue in charge of the Northern Frontier and Kharagora Ranges in Bombay
117. Excise Darogahs in the Central Provinces.
118. District Inspectors of Schools and Chief Mohurrirs of the Education Department in the Punjab.

[NOTE.—These permanent monthly Travelling Allowances have been sanctioned in lieu of the allowances at ordinary rates admissible only for journeys beyond jurisdiction (as defined in the footnote to Entry No. 24 in Schedule B). The option of exchanging these permanent allowances for the allowances admissible under Rule 3, section 25, can therefore be exercised only in the case of very special journeys, and with the special sanction of the General Superintendent of Thagi and Dakaiti.]

SCHEDULE D—*concluded.*

119. Karkuns of Inspectors of Registration and Stamps in Bombay.
120. Officers on the establishment of Divisional Commissioners, Bombay, drawing less than ₹50 a month.

(*w*)—*Officers entitled to an Allowance of ₹12.*

121. Second Karkuns in the Office of the Native Assistant Collector of Salt Revenue in Bombay.
122. Forest Ranger of the Changa Manga Plantation of the Lahore Forest Division.

(*x*)—*Officers entitled to an Allowance of ₹10.*

123. Police Inspectors, 4th and 5th classes, Madras.
124. Chief and Head Constables of Police in Bombay who have separate charges.
125. Building Head Constables of Police, Madras.
126. Sherishtadars, Clerks, and Karkuns of Superintendents of Police in Bombay, except in the Sind districts.
127. Coorg Anche Inspector.
128. Karkuns of Assistant Collectors and Magistrates, of District Deputy Collectors, of the Assistant Political Agents in the Rewa Kantha and Mahi Kantha, of Deputy and Assistant Conservators of Forests, of Forest Settlement Officers, and of the Talukdari Settlement Officer in Bombay.
129. Sherishtadar and Karkun of the Western Bheel Agent in Khandesh.
130. Clerks and Karkuns (not otherwise provided for) of Deputy and Assistant Collectors of Salt Revenue in charge of Ranges in Bombay.
131. Clerk attached to the Office of the Agent for Wild Tribes, Khandesh.
132. Assistant Inspector employed on the establishment for the Registration of Opium Traffic in the Town and Island of Bombay.
133. Inspector of Vaccination, Coorg.[1]

(*y*)—*Officers entitled to an Allowance of ₹8.*

134. Supervising Tappedars in Sind.

(*z*)—*Officers entitled to an Allowance of ₹7-8-0.*

135. ~~Two Hospital Assistants attached to the Dispensaries at~~ Bhiwani and Najafghar ~~in the Delhi District~~.

(*a, a*)—*Officers entitled to an Allowance of ₹7.*

136. Police Inspector, 6th class, Madras.
137. Tappedars in Sind.

(*b, b*)—*Officers entitled to an Allowance of ₹3.*

138. Vaccinators in Coorg.[1]

[1] The allowance is admissible only for eight months each year.

SCHEDULE E.

Permanent Conveyance Allowances.

(See Section 29.)

(a)—Officer entitled to an Allowance of ₹150.

1. Chaplain of St. Thomas Mount, Madras, while also in charge of Pallavaram.

(b)—Officer entitled to an Allowance of ₹130.

2. Surveyor of Distilleries in Calcutta and its suburbs, and Howrah.

(c)—Officers entitled to an Allowance of ₹100.

3. Protector of Emigrants and Superintendent of Emigration, Calcutta.[1]
4. Civil Surgeon of Chittagong as Health Officer of that Port.
5. Officer in medical charge of the Government of India Secretariat Establishments at Simla.

(d)—Officer entitled to an Allowance of ₹90.

6. Officer in charge of the Government Agency and Timber Depôts at Rangoon, for his own use and that of his office.

(e)—Officer entitled to an Allowance of ₹80.

7. Coroner, Madras.

(f)—Officers entitled to an Allowance of ₹75.

~~8. Coroner, Bombay.~~

9. Inspector of Factories, Bombay.
10. Executive Engineer, Sind-Peshin State Railway, employed at Mangi.[2]

(g)—Officers entitled to an Allowance of ₹60.

11. Cantonment Magistrate, Poona.
12. The Director and Superintendents of the Persian Telegraph Division.
13. ~~Executive Engineers of the Simla Imperial Circle.~~
14. Medical Inspector of Emigrants, Calcutta (Inland Emigration).
15. The Deputy Shipping Master, Bombay.
16. Deputy Superintendent, Geological Survey.

(h)—Officers entitled to an Allowance of ₹50.

17. The Episcopalian Chaplains of Aden, Agra, Ahmedabad, Allahabad, Anarkali, Howrah, Kamptee, Lucknow, Meerut, Mhow, Mian Mir, Morar, Peshawur, Rangoon, Rawalpindi, Secunderabad, Sialkot, Trimulgherry, and Umballa.
18. The Junior Chaplain of St. Paul's Cathedral, and the Chaplain of St. Stephen's Church, Kidderpore, Calcutta.
19. The Presbyterian Chaplain of Bombay appointed to perform funeral services at Sewree.

[1] The present incumbent (Dr. Grant) draws ₹120.
[2] The allowance is temporary.

SCHEDULE E—*continued.*

20. The Episcopalian Chaplain appointed to perform funeral services at Sewree.
21. The Presbyterian Chaplains of Aden, Allahabad, Calcutta, Poona, and Secunderabad.
22. A Roman Catholic Priest of the St. Xavier's Institution, Calcutta, who ministers to the Roman Catholic students of the Sibpore Engineering College.[1]
23. City Magistrate of Poona.
24. Sub-Deputy Collector, Darjeeling.
25. The Assistant in charge of Excise Detective Force, Calcutta.
26. Head Inspector, Excise Department, in the Town and Island of Bombay.
27. Superintendent of the Bombay City Police.
28. Assistant District Superintendent of Police in charge, Patna City or Karachi.
29. Police Probationer doing duty at Poona, as a temporary Assistant Superintendent of Police.
30. One Inspector of the Bombay City Police who performs the duties of a Superintendent and has charge of a district.
31. First Inspector of Police employed in connection with the Contagious Diseases Act in Bombay.
32. Coroner's Interpreter, Madras and Bombay, and Coroner's Constable, Bombay.
33. Superintendent of a Central and a District Jail which are at a distance from each other.[2]
34. Assistant Collector of Customs in charge of Carnac Bunder, Bombay.
35. Head Inspector of Calcutta General Post Office.
36. Head Mistresses, Female Normal Schools, Poona and Ahmedabad.
37. Lady Superintendent, Female Normal S[illegible] Madras.
38. Agent for Government Consignments, Ca[illegible]tta.
39. Head Surveyor on establishment of the Collector of Bombay.
40. Apothecary attached to the Health Office, Madras.
41. Port Storekeepers, Bombay and Calcutta.
42. Officer of the Telegraph Department in charge of (1) Presidency Sub-Division, Bengal Division, (2) Bombay Island Sub-Division, Bombay Division, (3) Rangoon Sub-Division, British Burma Division, (4) Madras Town Sub-Division, Madras Division, (5) Lahore Sub-Division, Punjab Division.
43. Assistant Engineers, 2nd Division, Sind-Peshin State Railway, while they are employed at Mangi or until the rails are laid and trollies can work through the rift.

[1] This includes contingent expenses for the maintenance of Divine Service.
[2] This is the maximum. Local Government may grant any allowance not exceeding this.

SCHEDULE E—*continued.*

44. Executive Engineer, Jubbulpore, while in charge of the Jubbulpore water-work.[1]

(*i*)—*Officers entitled to an Allowance of* ₹45.

45. Assistant and Apprentice Engineers of the Simla Imperial Circle.
46. Storekeeper, Burma State Railway, Rangoon.
47. Officer doing duty as Storekeeper at the Presidency Public Works Stores, Madras.
48. Upper Subordinates at Aden.

(*j*)—*Officers entitled to an Allowance of* ₹40.

49. Assistant Lady Superintendent, Female Normal School, Poona.
50. Superintendent, Government Press, Madras.

(*k*)—*Officer entitled to an Allowance of* ₹36.

51. Coroner of Calcutta.

(*l*)—*Officers entitled to an Allowance of* ₹30.

52. The Episcopalian Chaplain, Lucknow (Civil), for visiting Fort Muchhi Bhawan.
53. Principal of the Lawrence Asylum, Murree, for visiting Cliffden Barracks to hold Divine Service during the seven months of the year that they are occupied by troops.
54. Assistant to the Civil Surgeon, Allahabad.
55. The Inspectress of Schools in Bengal stationed at Calcutta.
56. The Superintendent, and Inspectors of the Customs Preventive Service in Bombay.
57. The Superintendents of the Gokak and Mahaswad Convict Gangs, Bombay.
58. The Superintendent of Excise Department, Aden.
59. The Divisional Inspector, College of Science, Bombay.
60. Superintendent, Government Farms, and Agricultural Reporter to Government, Madras.
61. Superintendents of Cotton Experiments, Khandesh and Sind.
62. Medical Superintendents and all Assistant Superintendents of Persian Telegraph Line, Inspectors of such Line in charge of sections, and the Head Clerk of the Director's Office.
63. Deputy Superintendents of Vaccination, Calcutta and Suburbs.
64. Assistant Superintendent, Geological Survey.
65. Assistant Shipping Master, Calcutta.
66. City Inspectors in the Postal Department.[2]
67. Superintendent of Vaccination, Presidency Circle, Bombay.
68. Superintendent, Economic Farm, Hyderabad (Sind).

[1] Paid by the Jubbulpore Municipality.

[2] The Director-General of the Post Office may grant any amount not exceeding this.

SCHEDULE E—*continued.*

69. The Second Inspector of Police employed in connection with the Contagious Diseases Act in Bombay.
70. Superintendent, Poona Jail.
71. Upper Subordinates (Public Works Department) of the Simla Imperial Circle.
72. P. W. Lower Subordinates in Coorg.
73. Assistant Superintendent, Persian Gulf Telegraphs, in charge of the Store Department at Karachi.
74. The Officer in immediate charge of the Botanical Garden, Darjeeling.
75. Apothecary at Subarmati for visiting railway employés at Ahmedabad.
76. Assistant Superintendent of Police, Secundrabad.

(*m*)—*Officers entitled to an Allowance of* ₹25.

77. Officers engaged on outside audits in Calcutta and Madras.
78. Civil Surgeon, Lohardugga.[1]
79. Superintendent of Model Farm, Cawnpore.
80. Forest Rangers of the 1st and 2nd classes in Madras.
81. Sub-Deputy Collectors employed in the Jalamatha and Majnamatha Estates in the Midnapur District.
82. Inspectors and Assistant Inspectors attached to the Preventive establishments employed on the Northern Frontier and at Kharagoda in Bombay.
83. Chaplain of St. Paul's Church, Poona.
84. Head inspector employed on the establishment for the Registration of Opium Traffic in the Town and Island of Bombay.
85. Hospital Assistants and Native Doctors when placed in temporary charge of a Civil Station.

(*n*)—*Officers entitled to an Allowance of* ₹22-8.

86. Lower Subordinates at Aden.

(*o*)—*Officers entitled to an Allowance of* ₹20.

87. Assistant Lady Superintendents (two), Ahmedabad Female Normal School.
88. Jailors of Hyderabad (Sind) and Nara.
89. Principal, Patna College, for visiting Patna city school.
90. Forest Rangers of the 3rd class in Madras.
91. Superintendent, Nara Jail.
92. Chief Constable of the Poona and Kirki Cantonments.
93. Chaplain of Hyderabad for visiting Kotri.
94. Teacher of the Agricultural Class, Hyderabad.
95. Chaplain of Dinapur.
96. Chaplain of Bankipore.
97. Assistant Surgeon in medical charge of the Bijapur Convict Gang.
98. Superintendent, Taj Gardens, Agra.

[1] Debitable to Inland Labour Transport Fund.

SCHEDULE E—*continued.*

(*p*)—*Officers entitled to an Allowance of* ₹15.

99. Forest Rangers in Bombay.
100. Forest Rangers of the 4th and 5th classes in Madras.
101. Police Inspector (Kotwal), Karachi.
102. European Assistant Gardeners of Cinchona Plantations, Darjeeling.[1]
103. Jailor of Shikarpur.
104. Inspectors in the Excise Department in Bombay (whose pay is not less than ₹100, not being in charge of Distilleries), and all such Inspectors and Assistant Inspectors, (whatever their pay) whose charges extend over more than two Talukas.
105. Salt Inspector, Shikarpur, Sind.
106. Chaplain of Chinsura, for visiting Chandernagore.
107. Deputy Head Inspector on the Abkari Establishment of the Town and Island of Bombay.
108. Keeper, Civil Debtors' Jail, Madras.
109. Keeper, Her Majesty's Penitentiary, Madras.
110. Roman Catholic Priest at Poona, for visiting the Yerrowda Central Jail.
111. Jailor, Chenawar Central Jail, for visiting gangs of prisoners employed on the Chenab Canal.
112. Line-riders of the Telegraph Department.
113. Permanent-Way Inspector, Rajputana, Malwa State Railway.

(*q*)—*Officers entitled to an Allowance of* ₹10.

114. Foresters on pay of ₹20 and upwards in Bombay.
115. Coroner's Constable, Madras.
116. Salt Assistant Superintendents, Thar and Parkar, and Salt Inspectors, Hyderabad (Sind).
117. Salt Sub-Inspector, Karachi.
118. Bailiffs (two) at Aden.
119. One Salt Inspector and three Sub-Inspectors, Shikarpur, Sind.
120. Abkari Sub-Inspector, Poona.
121. Each of the two Chaplains of Karachi, for visiting Ghizri.
122. Two Hackney Carriage Inspectors, Madras.
123. Inspecting School Master of the Mahomedan Schools in the Town of Madras.

(*r*)—*Officers entitled to an Allowance of* ₹7-8.

124. Sub-Inspector, Rajputana-Malwa State Railway.

(*s*)—*Officers entitled to an Allowance of* ₹6.

125. Sub-Inspectors of Police in the Town of Madras.

[1] The Assistant Gardener, whose charge includes the trans-Teesta plantations, receives a Horse Allowance of ₹30.

SCHEDULE E—*concluded.*

(*t*)—*Officer entitled to an Allowance of* ₹5.

126. The Railway Magistrate, Baroda.

(*u*)—*Officers entitled to an Allowance of* ₹3.

127. Pandits employed for the inspection of Patshalas, in connection with the scheme for the administration of primary education in Calcutta.

SCHEDULE F.

Daily Allowances.

(*See Section 31.*)

PART I.—OFFICERS OF THE FIRST CLASS.

(*a*)—*Officers entitled to an Allowance of* ₹15.

1. A member of the Executive Council in Bombay or Madras, and a Chief Commissioner.
2. Resident at Hyderabad or Mysore.
3. Agent to Governor General for Central India or Rajputana.
4. Judge of a High Court.

(*b*)—*Officers entitled to an Allowance of* ₹10.

5. Opium Agent.
6. Secretary to Government of India or to a Local Government.
7. Member of Board of Revenue.
8. ~~Financial Commissioner, Punjab.~~
9. ~~Judge of Chief Court.~~
10. Judicial Commissioner.
11. Recorder of Rangoon.
12. Legal Remembrancer, Bombay or Bengal.
13. District or Civil and Session Judge (including the Special Judge, Deccan Agriculturists' Relief Act).
14. ~~Senior Assistant Judge in Bombay.~~
15. ~~Additional Commissioner in the Punjab.~~
16. Inspector General of Police.
17. Surveyor General.
18. Director General of Telegraphs.
19. Director of Persian Gulf Division of Indo-European Telegraph Department.
20. Surgeon General with the Government of India.
21. Agent to Governor General at Baroda.
22. Resident at Aden, in the Persian Gulf, in Turkish Arabia, or in Travancore.
23. General Superintendent of Operations for the Suppression of Thagi and Dakaiti.
24. ~~Judicial Assistant to the Political Agent, Kathiawar.~~
25. Director General of Archæological Survey.
26. Mint Master.
27. ~~Accountant General.~~

SCHEDULE F—*continued.*

28. ~~Superintendent General of Horse-Breeding Operations.~~
29. ~~Director General of Statistics.~~
30. ~~Epigraphist to the Government of India.~~
31. Deputy or Assistant Superintendent, Geological Survey.
32. ~~Collector of Customs at Karachi and Assistant Commissioner of Salt Revenue in Sind.~~
33. Assistant Superintendents of Police, Balliguda and Jeypore

(*c*)—*Officers entitled to an Allowance of* ₹7½.

34. Deputy Director General of Telegraphs.
35. Director of Traffic and Director of Construction, Telegraph Department.
36. Senior Assistant Commissioners in Kumaon and Garhwal.
37. Inspector General of Registration, Madras.
38. Assistant Superintendent of the Mekran Telegraph Line.
39. Deputy Surveyor General.
40. Superintendent of Revenue Survey, Madras.
41. Director of Revenue Settlements, Madras.
42. Inspector General of Jails.
43. Assistant Inspector General of Railway Police.
44. Surgeon General with a Local Government and Deputy Surgeon General, Central Provinces.
45. Director of Public Instruction with a Local Government.
46. Chief Engineer.
47. Political Agents, Jeypur, Jodhpur, Oodeypur, Gwalior.
48. Assistant Agent, Governor General, at Sujangarh.
49. ~~Chaplain~~.
50. Deputy Superintendent of Forest Surveys.
51. District Officers (Collectors and Deputy Commissioners) in Bengal.
52. Superintendent, Working Plans Branch of the Forest Department, and Assistant to the Inspector General of Forests.

(*d*)—*Officers entitled to an Allowance of* ₹6.

53. Conservator of Forests.
54. Deputy Commissioner of Salt Revenue, Northern India and Madras.
55. Deputy or Assistant Director General of the Post Office.[1]
56. Post Master General or Deputy Post Master General.
57. Superintendent, Telegraph Department.
58. Engineer and Electrician, and Traffic Manager, Persian Gulf Division of Indo-European Telegraph Department.
59. ~~Assistant Judge or 1st class Subordinate Judge when employed under the Deccan Agriculturists' Relief Act.~~
60. Deputy Inspector General of Police.

[1] The Travelling Allowance drawn by the Assistant Director General, who is also Inspector General, Railway Mail Service, is limited to ₹3,000 a year.

SCHEDULE F—*continued.*

61. Superintending Engineer, and Examiner, 1st, 2nd, or 3rd Class, in Public Works Department.
62. Officer of Class I of the Revenue Establishment, State Railways.

(*e*)—*Officers entitled to an Allowance of* ₹4.

63. [1] Assistant Conservator of Forests not otherwise provided for.
64. Superintendent, Postal Department, and Personal Assistant to Post Master General.
65. Superintendent, Persian Telegraph Line.
66. Assistant Superintendent and Surveyor of 1st Grade in Survey of India.
67. Assistant Superintendent of Revenue Survey, Madras.
68. Assistant Superintendent of Police including a Probationer.
69. Professors and Inspectors on the graded list of the Educational Department, the Inspectress of Schools in Madras and Calcutta, and the Superintendent of the School of Arts, Madras.
70. Senior Port Officer and the Port Officer, Bassein.
71. Assistant or Apprentice Engineer.[1]
72. Deputy Examiner, 2nd grade, or Assistant Examiner in Public Works Department.
73. Officer of Class IV, and an apprentice or candidate, of the Revenue Establishment of State Railways.
74. Meteorological Reporter to the Government of India or a Local Government or Administration.
75. Superintendent or Assistant Superintendent of Government Farms, Madras.
76. Superintendent of Government Gardens, Saharanpur.
77. Deputy Collector or Extra Assistant Commissioner (when belonging to the 1st Class).
78. Subordinate Judge or Munsiff (when belonging to the 1st Class).
79. Assistant Superintendents of Jails in Bengal.
80. Inspectors of Registration Offices in Bengal.
81. Assistant Directors of Revenue Settlement, Madras.

PART II.—OFFICERS OF THE SECOND AND THIRD CLASSES.

(*a*)—*Officers entitled to an Allowance of* ₹5 *a day.*

1. The British Girasias Agent, Baroda.

(*b*)—*Officers entitled to an Allowance of* ₹3.

2. Deputy Collector or Magistrate or Extra Assistant Commissioner (when belonging to the 2nd Class).

[1] This includes a 1st class Warrant Officer holding the rank of an Assistant Engineer, as well as a Civil Upper Subordinate promoted to be honorary Assistant Engineer. These Officers are not entitled to the Horse or Conveyance Allowance admissible under Rule 6, section 29, if the higher Travelling Allowance of Assistant Engineers is drawn. But they may retain Horse Allowance by electing the lower Travelling Allowance admissible to Upper Subordinates.

SCHEDULE F—*continued.*

3. Duftardar of Collector and Magistrate in Bombay.
4. Deputy Assistant to the Political Agent in Kathiawar, and Duftardar, Political Agency, Kathiawar.
5. Native Assistant to the Political Superintendent, Palanpur.
6. Assistant or Probationary Superintendent, Postal Department.
7. Attaché to a Resident, &c. (when belonging to the 2nd Class).
8. The Forest Ranger in charge of the Coast Timber Depôts in the Southern Forest Division, Bombay.
9. Assistant Sub-Deputy Opium Agent.
10. Inspector in the Northern India Salt Revenue Department.
11. Inspector (and Assistant Inspector in a factory circle) of the Salt Department in the Interior in Madras.
12. Assistant Surveyor on the Survey of India.
13. Subordinate Judge or Munsiff (when belonging to the 2nd Class).
14. Assistant Inspector of Schools, Punjab, and Native Inspectors, Kumaon and Jhansi.
15. Junior Port Officer.
16. Native Agent of Bagdad Residency.
17. Sub-Engineer in the Public Works Department.
18. Sub-Assistant Superintendent of the Telegraph Department.
19. License Tax Assessors, Bengal (Mofussil).[1]
20. Native Assistant Agent, Governor General, Baroda.
21. Clerks of the Deputy Auditor General who hold the the rank of Superintendents.

(*c*)—*Officers entitled to an Allowance of* ₹2.

22. Assistant Inspector, Salt Revenue Department, Northern India.
23. Inspector (and Assistant Inspector in a factory circle) of the Madras Salt Department on the Coast.
24. Sub-Assistant on the Geological Survey.
25. Inspector, Postal Department.
26. Supervisor in the Public Works Department.
27. Inspector, Telegraph Department.
28. Head Clerk in the Office of the Meteorological Reporter, Bengal, who acts as Inspector of Meteorological Observatories.
29. Clerks of the Deputy Auditor General not being Superintendents.

(*d*)—*Officers entitled to an Allowance of* ₹1-8.

30. Clerks and Potdars in the Office of the Commissioner of Issue, Bombay, when travelling in charge of remittances.

(*e*)—*Officers entitled to an Allowance of* ₹1.

31. License Tax Assessors, Calcutta.

[1 The total amount in any one month not to exceed ₹60.]

APPENDIX A.

Travelling Allowance Rules for Officers of the Marine Department holding Appointments afloat or in Dockyards (see Section 1).

Marine Circular No. 5, dated the 30th January, 1883.

1. The following rules regulating the Travelling Allowance of Officers of the Indian Marine, holding appointments afloat or in dockyards, are published in supersession of all previous orders on the subject:

[NOTE.—These rules do not apply to the Director or Deputy Director of the Indian Marine, who come under the ordinary Civil rules.]

2. Officers are for the purposes of these rules divided into the following classes:—

Class I.—Commanders of I. G. vessels, Dockyard Gazetted Officers, Marine Survey Officers, and all other Executive Officers, Engineers and Assistant Engineers.

Class II.—All other European employés and Native employés in receipt of ₹50 per mensem and upwards.

Class III.—All others.

3. An officer is entitled to Travelling Allowance—

(*a*) When transferred from one appointment to another for the public convenience, and not at his own request.

(*b*) When ordered by competent authority to proceed on any Government duty.

[NOTE.—Travelling Allowance is not granted to an Officer going on, or returning from leave.]

4. An Officer of the 1st Class travelling by sea, or in a river steamer, or by railway, is entitled to carry with him at Government expense two servants.

5. (i) When travelling by sea or in a river steamer, an Officer is entitled to free passage or passage-money according to his class.

[NOTE.—No more personal luggage can be carried at the expense of the State than the quantity the freight on which by custom is included in the charge for passage.]

(ii) If board is provided on the vessel, either by its owners or its commander or otherwise, the charge for such board, whether included in the charge for passage or not, is paid by Government; but in that case table-money is recovered from an Officer of the 1st Class (other than an Officer proceeding from and to appointments in which he is entitled to rations) at the following rates for every day on which dinner is provided for him on board:—

(*a*) If the board includes wines and liquors, three-twentieths of salary up to a maximum of ₹8.

(*b*) If the board does not include wines and liquors, three-fortieths of salary up to a maximum of ₹4.

(iii) If board is not provided on the vessel, an Officer of the first Class proceeding from and to appointments in which he is entitled to rations will be reimbursed his actual messing expenses (exclusive of wines and beer) up to a limit of ₹4 a day; and an Officer of the second or third Class is entitled to table-money at the rate of three-tenths of salary, subject to a maximum of ₹3 and a minimum of annas 4 for every day on which he dines on board.

[NOTE 1.—An officer travelling on an I. G. vessel will join the appropriate mess, and receive rations in the same way as the permanent Officers of the vessel.]

[NOTE 2.—An Officer of the second Class is not entitled to be messed at the Commander's table, unless no other mess is provided on the vessel.]

6. For journeys by rail, an Officer is entitled to travel under a Marine Railway

APPENDIX A—*continued.*

Warrant with accommodation according to his class, and with free carriage of baggage according to the subjoined scale, including the railway free allowance:—

	lbs.
Dockyard Gazetted Officers and Officers of the Marine Survey	400
Other Officers of the 1st Class	320
Officers of the 2nd Class	160
Officers of the 3rd Class	40

[NOTE 1.—Marine Railway Warrants are obtainable—

At Bombay, from the Director of the Indian Marine.
At Calcutta, from the Deputy Director of the Indian Marine.
At Madras, from the Port Officer.]

The Officer who signs a warrant is personally responsible for its correctness in every particular.

[NOTE 2.—Charges for cartage, carriage hire to stations, and other small incidental expenses, may be charged for in contingent bills.]

7. For journeys by land otherwise than by railway an Officer is entitled to Mileage Allowance at the following rates:—

Officers of the 1st class	8 annas.
" " 2nd "	4 "
" " 3rd "	2 "

8. An Officer travelling by land from and to appointments in which he is entitled to rations will be granted the following allowance, which includes compensation in lieu of provisions, lodging, servants, &c.:—

	R a.	
Officers of 1st class	4 0	per diem.
" 2nd "	2 0	
" 3rd "	0 4	

APPENDIX B.—PART I.

Hill Allowance Rules.—Part I.—Simla Allowance Code.

(*See Section 38.*)

Code of Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of India to and from Simla.

[*N.B.*—From January 1885 no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary in consequence of changes in the circumstances of the yearly move to Hill Stations or other Sanitaria, and the conditions of residence there.]

I.—Preliminary.

[NOTES.—(1) In these Rules—

"Pay" means substantive monthly pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance,[1] but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an Officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the Officer's wife, his legitimate children residing with, and wholly dependent on him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Viceroy on tour.

(3) For the purposes of Rules 16 and 27, a child boarding at a school at Simla, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school, and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.]

[1] The Deputation Allowance authorized in Part VIII is not treated as a Charge Allowance.

APPENDIX B, PART I—*continued.*

1.[1] Allowances are made to the following Officers and their establishments:—

Additional [2] Members of Council; Public, Private [3] and Military Secretaries; Officers on the Personal Staff of His Excellency the Viceroy and Governor General, and the servants of the Viceregal establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency; Surgeon General with the Government of India; Meteorological Reporter; Surveyor General of India; Accountants General, Public Works and Military Departments; Director General of the Post Office of India; Director General of Telegraphs; and Consulting Engineer for State Railways.

[NOTE (1)—Allowances of an Ordinary Member of Council, travelling over any line of railway, are regulated in accordance with the provisions of the Resolution quoted in the footnote (1).

For his journeys by road see section 36 of the Travelling Allowance Code.]

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[1] Allowances under these Rules are admissible to clerks and others who are appointed to the permanent establishment which accompanies the Government of India to and from Simla, while the offices of the Government of India are located at Simla, from the date on which they assume charge of their duties in Simla.

"Candidates who have passed the examination prescribed in Resolution of the Government of India in the Home Department, No 26—953-63, dated 19 July 1883, who are appointed as clerks on the permanent establishment while the offices of the Government of India are located at Simla, are allowed, when they wish to do so, whether resident in Calcutta or not, to join the portion of the office which remains in Calcutta, and are consequently entitled to personal travelling allowance for the journey from Calcutta to Simla under the rules of this Code. They are not, however entitled to draw pay or allowances under these Rules until they assume charge of their duties in Simla."

[2] An Additional Member does not accompany the Government of India to Simla, unless at the Governor General's special invitation, and when there is some specific work for him to do.

[3] The allowances to the establishment of the Private Secretary are paid from the Viceroy's Household Allowance and from the annual grant for the Viceroy's tour expenses.

[1] *Extract from the Proceedings of the Government of India,* DEPARTMENT OF FINANCE AND COMMERCE,—*No. 1410, dated 16th March 1883.*

READ again—

Resolution in the Department of Finance and Commerce, No. 4207, dated 15th November 1881.

Read the following—

Resolution by the Government of India, PUBLIC WORKS DEPARTMENT,—*Nos. 171—89 R. T., dated 5th March 1883.*

In supersession of the orders contained in Public Works Department Resolution No. 200 R T, dated 7th March 1882, His Excellency the Governor General in Council has been pleased to lay down the following Rules under which the Ordinary Members of the Supreme Council will in future travel over any railway in India—

I.—When travelling to and fro between Calcutta and Simla in consequence of the movement of the Head-quarters of the Government of India to and from Simla.

* * * * * * * * * * *

2. A Member of Council is entitled to the conveyance of all his personal luggage at the public expense—

(*a*) if taken in the luggage van of the train to which his special carriage is attached; and
(*b*) if sent by him by any other train.

[NOTE.—All freight charges for stores or goods shall be paid for by the Member out of his private funds.]

3. When a Member of Council uses his special privileges in the matter of railway accommodation in favour of his family and he himself travels separately, he should arrange for his own journey at his private expense.

* * * * * * * * * * *

II.—When travelling on duty otherwise than in consequence of the movement of the Head-quarters of the Government of India to and from Simla.

4. When travelling on a line of railway, a Member of Council is entitled to the use of his special carriage. But when his special carriage cannot be used on any line, he is entitled to a reserved carriage for himself and party, and, if there be no accommodation for servants in the carriage, to a reserved compartment of a third class carriage for his personal servants

[NOTE (1).—No other free accommodation for servants than is afforded by the special carriage or by the reserved accommodation is admissible.]

[NOTE (2).—Rule 2 regarding luggage applies to cases under this Rule.]

* * * * * * * * * * *

2. The special carriage referred to in these Rules is to be entirely at the Honourable Member's disposal when used by him, and must be detached and detained at any station on his requisition.

3. In the ordinary course of movement between Calcutta and Simla, the arrangements for the special carriage will be made through the Secretary to the Government of India, Public Works Department, on the written requisition of the Honourable Member; in other cases the Honourable Member will apply direct to the Railway Administration of the line on which his journey commences, giving, if possible, at least 48 hours' notice.

APPENDIX B, PART I—*continued.*

[NOTE 2.—The General Rules in this Code do not apply to the Government Press establishments at Simla. The Rules in Part IX only apply to them.]

FORM A.

Requisition for the carriage by Railway at the public expense of the personal luggage of Ordinary Members of the Governor General's Council.

[*P. W. D. Resolution Nos. 171—89 R.T., dated 5th March 1889.*]

This form is only intended to be used in the case of luggage sent by a different train from that in which the Honourable Member himself travels.

*Luggage to be conveyed from*_____ *to*_____

Consignee.	Number of articles.	Description.	Approximate weight. Mds. Srs.	By passenger or goods train.	Remarks.

[NOTE.—For the satisfaction of the Honourable Member, and to enable him to recover his luggage in the usual manner, the Booking Clerk should give a receipt note for the luggage with a note thereon that the goods are to be delivered at destination without payment.

This requisition will serve as a voucher on which the Railway will recover the amount due from Government.]

_____

Member of Council.

FORM B.

Requisition for special accommodation for Ordinary Members of the Supreme Council when travelling by Railway.

[*P. W. D. Resolution Nos. 171—89 R. T., dated 5th March 1889.*]

To_____

Dated_____

Nature of accommodation.	From	To
(1) Special saloon carriage with servants' accommodation. or Reserved 1st class carriage with one reserved compartment of 3rd class carriage for servants. (2) Extra luggage *not* carried in the above maunds—seers. (3) Government Chapprassies, &c.,* in ordinary 3rd class. Number—		

* Station Masters will issue ordinary passenger tickets to chapprassies or others not travelling in the special carriage or reserved compartment.

By train leaving_____ Station at

_____ h _____ m on_____

_____

Member of Council.

Certified that conveyance as above has been provided on this requisition.

_____

Member of Council.

Dated_____

APPENDIX B, PART I—*continued.*

[NOTE 3.—Arrangements should be carefully made to avoid moving to Simla larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the offices, clerks without families should be selected to accompany the Government to Simla. Of Inferior Servants, as few as possible should be taken backwards and forwards, as it is cheaper to employ such, for the season only, at Simla and Calcutta.]

2. An Officer residing at Simla may draw his salary and the allowances admissible under these Rules either at Simla or at Calcutta, or partly at Simla and partly at Calcutta. An Officer residing at Calcutta may draw part, or the whole, of his salary at Simla in anticipation of the removal thither of the Government.

[NOTE.—Last-pay certificate is not required to enable salary to be drawn under this Rule.]

II.—Travelling Allowance.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds R1,500.
Second.—Other Officers above the grade of clerks; and clerks whose salary is not less than R400.
Third.—Clerks whose salary is less than R400, but not less than R50.
Fourth.—Other clerks.
Fifth.—Inferior servants whose salary is not less than R10.
Sixth.—Other Inferior Servants.

4. Travelling expenses may be charged according to the following scale:—

	For the Officer himself.	For his wife; and for each child residing with, and wholly dependent on him, not less than twelve years old.	For each child less than twelve, but not less than three years old.	Aggregate Travelling Allowances for the Officer himself and his family, not to exceed for each journey.
		R	R	R
First class . . . Actual authorised expenses[1] within the limit of . .	R400 . . .	150	75	1,000
Second class . . .	Double 1st class fare by railway, and 8 annas a mile by road.[2,3] . .	150	75	850
Third class . . .	Double 2nd class fare by railway, and R40 for the entire journey by road each way.[2,3] . .	115	55	600
Fourth class; a fixed sum of	R100 for each journey[3]	100	50	500
Fifth class; ditto .	,, 36[4] do. do.	*Nil*	*Nil*	*Nil*
Sixth class; ditto .	,, 30[4] do. do.	*Nil*	*Nil*	*Nil*

1 Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an Officer entitled to charge for actual expenses.—(*Resolution No 625, dated 6th May 1875.*)

2 Under present arrangements the charges on account of personal travelling expenses for 2nd and 3rd Class Officers, each way between Calcutta and Simla, are as follows:—

	2nd Class Officer.	3rd Class Officer.
	R a p.	R a p
For the journey by Railway	[illegible] 0	100 6 0
Ditto Road (96 miles)	48 0 0	40 0 0
TOTAL .	[illegible]	140 6 0

3 A B, a clerk, having, after arrival at Simla, obtained leave on Medical Certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to A B under these Rules. A B was also required to refund such portion of the House-rent Allowance drawn by him as he had not been compelled to spend.

APPENDIX B, PART I—*continued.*

5. An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military Officer on the personal staff of the Viceroy may charge for the conveyance of his horses according to his rank under the general rules in force for Military Officers.

7. If an Officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third class accommodation, may draw, under the countersignature of the Registrar or Chief Clerk of his office, in addition to his fixed allowance, the difference between intermediate class and third class fare for the distance so travelled.

9. A certificate in the following form must be attached to the bill for travelling allowances of an Officer of the First Class :—

"I certify that I have actually paid the amount of this Bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage for myself and my family, as the case may be), or any charge for refreshments, or hotels, or staging bungalows."

10. A certificate, as follows, must also be appended to the bill of an Officer who charges Travelling Allowances for his family :—

The following members of my family made this journey :—

"*My wife (or my mother or adult sister residing with me, and wholly dependent on me).*

child not less than twelve years old, residing with me and wholly dependent on me.

child less than twelve years, but not less than three years old."

(*Signed*) A. B.

It was also declared that, in the event of A B.'s being permitted to rejoin the office at Calcutta after the end of his leave, any Officer brought up from Calcutta to supply his place in the Simla office was entitled to travelling and other allowances under these Rules.—(*Resolution No. 1310, dated 30th June 1876.*)

See also—

"*Resolution No. 4390, dated 19th October 1882.*

"READ again—

"Resolution in the Financial Department, No 1310, dated 30th June 1876, in which it was decided in the case of a clerk in the office establishment of the Revenue Department of the Government of India, who was on duty at Simla that year, that the clerk having, shortly after his arrival in Simla, been advised on medical grounds to go to Calcutta on sick leave, he should get his actual personal travelling expenses to Calcutta and back to Simla after the expiry of his leave, the allowance not to exceed the allowance admissible under the Simla Allowance Rules; and that he should be required to refund such portion of the House-rent Allowance drawn by him as he might not have been compelled to spend.

"RESOLUTION.—C. D., a clerk on the establishment of the Secretary in the Department of Finance and Commerce, was compelled, shortly after his arrival at Simla, in the present season, to return to Calcutta on leave in consequence of ill-health. He at first obtained Privilege Leave, which, in consequence of extension on medical certificate being necessary, was converted into leave on medical certificate. C. D. has applied to be granted Travelling Allowances for himself and his family for his journey from Simla to Calcutta

"2. On the precedent of the decision in the Resolution of the 30th June 1876 read above, actual personal Travelling Allowances are admissible to C. D, and though the Resolution of the 30th June 1876 makes no provision for the grant of family travelling expenses, such expenses should be paid in the case of C. D. The travelling expenses on account of the family of C. D should, as in his own case, be carefully scrutinised in this office, and only what is absolutely necessary should be passed. The amount must not on any account exceed what would be admissible under the Rules in the Simla Allowance Code. He should be required to refund such portion of the House-rent Allowance as he may not have been compelled to spend.

A claim to travelling allowance in behalf of an Officer (a clerk), who left Simla on Privilege Leave with permission to rejoin the Office at Calcutta, was negatived on the ground that the Officer's leave expired long before the Head-quarters were established at Calcutta. (*See Rule 218—No. 3022, dated 17th December 1875.*

* An Ordinary Member of Council may distribute among the staff of messengers in his service, at his discretion, the aggregate amount due to them on account of Travelling Allowance.

APPENDIX B, PART I—*continued.*

[NOTE.—This certificate must, in the case of a clerk other than a Registrar or Chief Clerk, be countersigned by the Registrar or Chief Clerk.]

11. The widow, mother, adult sister, or eldest motherless child, of an Officer dying at Simla, for the expenses of whose journey to Calcutta the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Calcutta at the rate which would have applied to the deceased Officer personally. For other members of the family of the deceased Officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

12. If an Officer, or any member of his family entitled to travelling expenses, proceeds to Simla from any place other than Calcutta, or proceeds from Simla to any place other than Calcutta, his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Calcutta direct.[1]

13. If an Officer make a journey on public duty, on the occasion of the movement of the Government of India to or from Calcutta or Simla, instead of accompanying the Head-quarters of the Government, he may, if he is an Officer—

(*a*) of the first class—draw the travelling expenses admissible for himself and his family for the journey between Calcutta and Simla, reduced by ₹242, and charge separately for his personal travelling expenses during his whole journey beginning at Calcutta and ending at Simla, or *vice versâ* (as the case may be), including any divergence from the direct route;

(*b*) of the second, third, or fourth class—charge the Travelling Allowances admissible under Rules 4 and 5 for his family.

14. An Officer who is absent on privilege leave when the Head-quarters of the Government of India are moved to or from Simla, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Simla or Calcutta, as the case may be, may, if his *locum tenens* has not received Travelling Allowance, draw after his return to duty the Travelling Allowance which he would have received if he had accompanied the Government on its removal.

III.—Maintenance Allowances.

Special Maintenance Allowance.

15. A Special Maintenance Allowance is granted to each clerk at the rates shown in Column 3 of the Schedule.

16. A Clerk whose family is residing with him at Simla may draw Special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

17. If a married Clerk, or a Clerk who, though unmarried or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Calcutta to Simla or from Simla to Calcutta,* to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in Column 2 of the Schedule.

18. Provided that no Clerk who has charged on account of any member of his Family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no Clerk may, at the same time, draw double Special Maintenance Allowance under Rule 16, and Family Maintenance Allowance under Rule 17. The allowances of an Officer who takes part of his family to Simla and leaves part in

1 This Rule is not intended to provide Travelling Allowances for a member of an Officer's family making the journey otherwise than with the Head-quarters of the Government of India, or about the time of the move of the Head-quarters of the Government of India. In this view, an Officer's claim to Travelling Allowance on account of his wife proceeding from Simla to Bombay six weeks before the breaking up of the Head-quarters of the Government of India to Simla, was negatived.—(*Resolution No. 2916, dated 13th December 1875.*)

APPENDIX B, PART I—*continued.*

Calcutta, or *vice versâ*, are regulated at the Officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

19. Family Maintenance Allowance may not be drawn without the special orders of the Head of the office to which the Clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the office are to be passed upon a written statement[1] by the Clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance. If, for reasons which appear sufficient to the Head of the office, it should be ultimately necessary for a clerk who has drawn Family Maintenance Allowance, to bring his family to Calcutta or Simla, he may charge their travelling expenses, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from Simla or Calcutta, as the case may be.

20. Subject to the Proviso in Rule 18, the Maintenance Allowances admissible under Rules 15, 16, and 17, may be drawn for the period of residence at Simla or Calcutta, as the case may be, and for one week before and after. This claim to allowances for one week before and after the period of residence at Simla or Calcutta is not affected by reason of an Officer's being entitled to draw during the same periods any Tour Allowance for proceeding on tour from Calcutta or from Simla, instead of accompanying the Head-quarters of the Government of India.

[NOTE.—The date of arrival at Simla or Calcutta is included in "Residence," but not the date of leaving Simla or Calcutta.]

21. (*a*) A Clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 15 or 16 and 17, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*) A Clerk on privilege leave, if permitted to rejoin office, on the expiry of his leave, at Calcutta or Simla, as the case may be, simultaneously with, or after, the arrival there of the Head-quarters of the Government of India, may draw these allowances for seven days of his leave.

(*c*) If a Clerk obtains privilege leave while in Simla or Calcutta, as the case may be, and rejoins in Simla or Calcutta, as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.[2]

22. Section-writers paid at ordinary Section rates, and temporary Clerks whose pay is fixed at Calcutta rates, may, if ordered to accompany the Government of India from Calcutta or Simla, draw Maintenance Allowances under Rules 15 or 16 and 17. But if the remuneration of such Officers is fixed upon the understanding that their work will be done at Simla, Maintenance Allowances are not admissible to them. No Officer engaged in Simla or elsewhere than in Calcutta, for temporary duty at Simla, is entitled to any allowance except his salary.

IV.—Education Allowance.

23. A Clerk who, on proceeding to Calcutta or Simla, places at a school approved by the Head of the office any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 17 and 18, receive an Education Allowance equal in amount to the Travelling Allowance which would have been admissible to him on account of the child under

---

1 No charge for Family Maintenance Allowance should be passed without the written statement and the order upon it prescribed in this Rule.—(*Letter to Comptroller General, No. 4508, dated 16th December 1872.*)

2 "In reply to your letter No. 787S., dated 10th August 1880, I am directed to say that upon the grant of Privilege leave to A. B., 1st Clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two Clerks in the office, which involved the grant to each of these Clerks of Simla Allowance at the rate of Rs10 a month in excess of the allowance admissible upon his substantive position. A portion only of Simla Allowance of Rs125 a month, and not the whole amount of the allowance, having thus had to be paid to Officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 21 (*c*) of the Simla Allowances Code to allow A. B. the benefit of the residue, of Rs105 a month. I am accordingly to request that you will withdraw the retrenchment referred to in your letter."—(*Letter to Comptroller General, No. 2481, dated 25th August 1880.*)

APPENDIX B, PART I—*continued.*

Rule 4 if the child had accompanied him to Calcutta or Simla (as the case may be): Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the Clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Simla or Calcutta (as the case may be) after the expiry of his duty with the Government of India at Calcutta or Simla (as the case may be);

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the Head of the school to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government of India at Simla or Calcutta (as the case may be), and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—House-rent at Simla.

24. An Under-Secretary, who held office on the 16th March 1870, is entitled to an allowance of six hundred rupees as House-rent for the season if he have a wife, or a mother, or adult sister wholly dependent on him residing with him at

APPENDIX *B.*

Part I.

Simla Allowance Code.

Section 27.

Page 73.

Insert the words "or to be expended" *after* "expended" *in line 3 of this section.*—(64) Finance Department No. 2355, dated 7th August 1885).

only half those rates.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the Officer for house-rent, but only to give assistance towards it.]

VI.—Allowances to Inferior Servants.

29. Inferior Servants are entitled to an extra allowance equal to one-third of their salary for the period of their stay at Simla, and for the period actually occupied in their journey between Calcutta and Simla: provided always that not more than seven days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Calcutta.

30. An Inferior Servant whose salary does not exceed ₹12 draws, while actually at Simla, besides the allowance prescribed in Rule 29, a special allowance of ₹1 a month.

31. (*a*) Messengers who are not in personal attendance on a Member of Council, Secretary, Deputy Secretary, Under-Secretary or Assistant Secretary, and other inferior servants, receive a suit of country woollen cloth, costing not more than ₹7½ yearly, or ₹15 every second year.

(*b*) Every Inferior Servant receives, once a year, either a blanket costing not more than ₹2½, or an allowance of ₹2½.

APPENDIX B, PART I—*continued.*

VII.—Advances of Pay, &c.

32. Advances to Officers proceeding to or from Simla are regulated as follows :—

(*a*) The advance of the salary or travelling allowance of a Gazetted Officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Calcutta or Simla, as the case may be ; and his Travelling Allowance may be advanced by, or on the countersignature of, the Head of the office.

33. Advances of salary and allowances must be adjusted on the next pay bill, and advances of Travelling Allowance by bills within one week after the Officer's arrival at his destination.

VIII.—Deputation Allowances.

34. A Deputy Secretary officiating as Secretary at the Presidency in several Departments during the absence of the Head-quarters, receives a Deputation Allowance of ₹500 a month, and an Assistant Secretary officiating as Deputy Secretary, receives a Deputation Allowance of ₹150 a month.

35. A clerk officiating as Registrar or Chief Clerk at Simla in the place of a Registrar or Chief Clerk remaining in Calcutta on duty receives, while actually on duty at Simla, a Deputation Allowance of ₹80 a month

IX.—Government Press Establishment, including the Private Secretary's Press and all Press Establishments of the Government of India at Simla.

36. An Officer employed in the Press Establishment at Simla receives, during his absence from Calcutta, free quarters and a consolidated salary. Men employed on piece-work receive, in addition to free quarters, 15 per cent. over Calcutta rates.

Travelling allowance is given, as follows, for each journey between Simla and Calcutta :—

	₹
I.—Minor Superintendents, Examiners, Foremen (Section-holders), Clerks—	
(*a*) On salary not less than ₹100 a month	140
(*b*) On salary less than ₹100 a month	100
II.—Compositors (including men employed on Piece-work), Copy-holders, Computors, Impositors, Press Jemadars (whatever be their salary)	50
III.—Distributors, Pressmen, Inkmen, Daftaris, &c. (whatever be their salary)	40

[NOTE.—The time allowed for the journey will be fixed by the Superintendent within a maximum of 10 days.

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

SALARY.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	₹	₹	₹
Less than ₹100	40	20	100
₹ 100, but less than ₹ 150 . .	50	20	100
„ 150, ditto „ 200 . .	60	20	100
„ 200, ditto „ 300 . .	70	25	100
„ 300, ditto „ 400 . .	80	25	125
„ 400, ditto „ 500 . .	90	25	150
„ 500, ditto „ 600 . .	100	25	175
„ 600, ditto „ 700 . .	100	25	200
„ 700, or more	100	25	225

APPENDIX B, PART I (a).

Resolution by the Government of India in the Department of Finance and Commerce, No. 3939, dated Simla, the 31st October 1881.

READ the following papers regarding the question of the necessity of the presence with the Government of India in Simla of certain offices under the direct control of the Government of India, which either come up to Simla every year or are permanently located at Simla :—

* * * * * *

RESOLUTION.—On full consideration of the circumstances of each office and of the requirements of the Government of India, the Governor General in Council has decided as follows :—

1st.—The offices of the Accountant General, Military Department, the Accountant General, Public Works Department, the Surgeon General with the Government of India, the Director General of the Post Office of India, the Director General of Telegraphs in India, the Meteorological Reporter with the Government of India, and the Press Commissioner with the Government of India, shall accompany the Head-Quarters of the Government of India to and from Simla in connection with the Departments to which they are attached ; and from next year the Rules in the Simla Allowances Code shall extend to all these Officers and the establishments attached to them.

2nd.—The head-quarters of the Director General of the Archæological Survey of India during the hot and rainy seasons are at Simla. There is no extra expense by this arrangement, which is allowed to continue.

3rd.—The offices of the Inspector General of Ordnance and of the General Superintendent of Horse-Breeding Operations shall in future cease to accompany the Government of India to Simla. The head-quarters of the former will in future be permanently located in Calcutta ; and of the latter at Meerut.

4th.—The Offices of—

the Surgeon-General of Her Majesty's Forces in Bengal ;
the Sanitary Commissioner with the Government of India ;
the Director General of Railways ;
the Inspector General of Military Works ;
the Examiner of Accounts, Military Works ;
the General Superintendent of Operations for the Suppression of Thagi and Dakaiti,

already have their head-quarters permanently located at Simla, and the present arrangements regarding them will continue. Besides these the offices of the Commissary General, Bengal, and of the Director of Army Remount Operations shall from next year be permanently located at Simla.

2. His Excellency in Council has further decided that the rulings in the Resolutions of the Government of India in the Financial Department, No. 1749[1], dated 4th December, and No. 1884[2], dated 12th December 1879, shall apply to the clerks of the office of the Commissary General and of the Director of Army Remount Operations, but that, instead of the benefits of the Resolutions being restricted only to clerks who have hitherto moved with the Head-quarters of the Government of India to and from Simla, the rules shall be applied to all clerks in permanent employ in those offices on this date ; that is to say, any clerk now in permanent employ in either of those offices will be allowed to move his family to or from Simla once at the public expense under the contemporary Simla Allowances Rules, and will in future, subject to the provisions of Section 8 of the Pay and Acting

[1] RESOLUTION.—The Governor General in Council sanctions for any clerk who has hitherto moved with the Head-Quarters of the Government of India to and from Simla, and who may now be located permanently at Simla, a Personal Allowance equal to two-thirds of the allowances, other than travelling allowances, to which he would be entitled under the Rules as they stand from time to time, for clerks who continue to accompany the Government of India to and from Simla. This allowance may be drawn throughout the year, but will be subject to section 8 of the Acting Allowance Code ; that is to say, it will be reduced by an amount by which the clerk's salary may be increased, and will cease as soon as his salary is increased by an amount equal to his Personal Allowance.—(*Financial Department, No. 1749, dated 4th December, 1879.*)

[2] The Governor General in Council is pleased to decide that clerks, who having hitherto moved with the Head-Quarters of the Government of India to and from Simla, may now be stationed permanently at Simla, may move their families to and from Calcutta once, at the public expense, under the contemporary Simla Allowance Rules.—(*Financial Department, No 1884, dated 12th December, 1879.*)

APPENDIX B, PART I (a)—*continued.*

Allowances Code, receive throughout the year a personal allowance, equal to two-thirds of the allowances other than Travelling Allowances, to which he would be entitled under the Simla Allowances Code, if he accompanied the Government of India to and from Simla; but any clerk appointed hereafter to these offices will receive no allowance beyond his sanctioned pay. In modification of the rules of the 4th and 12th December 1879, the Governor General in Council has also decided that any clerk in the office of the Director General of Railways, who before the date of the establishment of the head-quarters of the office at Simla was in permanent employ in that office, though he had not at any time before accompanied the Head-quarters of the Government of India to and from Simla, shall be granted the Personal Allowance to which he would have been entitled if he had previously so accompanied the Government of India.

APPENDIX B.—PART II.

Madras Hill Allowance Rules.

Code of Rules regarding Allowances to Public Officers required to accompany the Government of Madras to and from Ootacamund.

I.—Preliminary.

[NOTES.—(1) In these Rules—

"Pay" means substantive monthly pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance,[1] but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an Officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the Officer's wife, his legitimate children residing with and wholly dependent on him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Governor on tour.

(3) An Ordinary Member of Council of the Governor of Madras will be reimbursed the actual cost of the conveyance between Madras and Ootacamund and *vice versâ* of himself, his family, his servants, and his personal luggage within the undermentioned maxima for each journey:—

	R
For the Officer	350
For his wife and each child residing with, and wholly dependent on, him, more than twelve years old	100
For each child less than twelve, but more than three years old .	75

(4) For the purposes of Rules 17 and 27, a child boarding at a school at Ootacamund, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.]

1. Allowances are made to the following officers and their establishments:—

Ordinary Members of Council; Public, Private,[2] and Military Secretaries; Officers on the Personal Staff of His Excellency the Governor, and the servants of the Government-house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

[NOTE.—Arrangements should be carefully made to avoid moving to Ootacamund larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the offices, Clerks without families should be selected to accompany the Government to Ootacamund Of inferior servants, as few as possible should be taken backwards and forwards, as it is cheaper to employ such, for the season only, at Ootacamund.]

2. An Officer residing at Ootacamund may draw his salary and the allowances admissible under these Rules either at Ootacamund or at Madras, or partly at Ootacamund and partly at Madras.

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[1] The Deputation Allowance authorised in Part VIII is not treated as a Charge Allowance.

[2] The allowances to the establishment of the Private Secretary are paid from the Governor's Household Allowance and from the annual grant for the Governor's tour expenses.

APPENDIX B, PART II—*continued.*

II.—Travelling Allowance.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds ₹1,500.
Second.—Other Officers above the grade of Clerks, and Clerks whose salary is not less than ₹400.
Third.—Clerks whose salary is less than ₹400 but not less than ₹50.
Fourth.—Other Clerks.
Fifth.—Inferior Servants whose salary is not less than ₹10.
Sixth.—Other Inferior Servants.

4. Travelling expenses may be charged according to the following scale :—

	For the Officer himself.		For his wife and for each child residing with, and wholly dependent on him, not less than twelve years old.	For each child less than twelve but not less than three years old.	Aggregate Travelling Allowances for the Officer himself and his family not to exceed for each journey
		₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.
First Class . Second Class .	— Double first class fare by railway and 8 annas a mile by road (34 miles). . .	130 0 0	50 0 0	25 0 0	330 0 0
Third and Fourth Class.	Double second class fare by railway and 8 annas a mile by road (34 miles). . .	79 0 0	50 0 0	25 0 0	280 0 0
Fifth and Sixth Class.	Double third class fare by rail and ₹5 by road. .	41 0 0	30 0 0	15 0 0	161 0 0
		11 13 4	...	...	...

5. An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military Officer on the personal staff of the Governor may charge for the conveyance of his horses according to his rank under the general Rules in force for Military Officers.

7. If an Officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third-class accommodation, may draw, under the countersignature of the Chief Assistant of his Office, in addition to his fixed allowance, the difference between second-class and third-class fare for the distance so travelled.

9. A certificate in the following form must be attached to the bill for travelling allowances of an Ordinary Member of Council or an Officer of the First Class :—

"*I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage for myself and my family, as the case may be), or any charge for refreshments, or hotels, or staging bungalows.*"

APPENDIX B, PART II—*continued.*

10. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an Officer of the Second Class:—

(1) *I certify that I travelled on this journey by the first class in the railway.*

or

(2) *I certify that I paid in railway fares for myself, my servants, and my personal luggage, or (as the case may be) for myself, my family, my servants and my personal luggage, the amount charged in this bill, the charge not being in excess of what I would be entitled to draw if I had travelled by the first class in the railway.*

No such certificate is required from an Officer of any other class.

11. A certificate as follows must also be appended to the bill of an Officer who charges Travelling Allowances for his family:—

"*The following members of my family made this journey:—*

"*My wife (or my mother or adult sister residing with me, and wholly dependent on me).*

"*child not less than twelve years old, residing with me, and wholly dependent on me.*

"*child less than twleve years, but not less than three years old.*"

(*Signed*) A. B.

[NOTE.—This certificate must, in the case of a Clerk other than a Chief Assistant, be countersigned by the Chief Assistant.]

12. The widow, mother, adult sister, or eldest motherless child, of an Officer dying at Ootacamund, for the expenses of whose journey to Madras the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Madras at the rate which would have applied to the deceased Officer personally. For other members of the family of the deceased Officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

13. If an Officer, or any member of his family entitled to travelling expenses, proceeds to Ootacamund from any place other than Madras or proceeds to Madras from any place other than Ootacamund, his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Madras direct.[1]

14. If an officer makes a journey on public duty on the occasion of the movement of the Government to or from Madras or Ootacamund, instead of accompanying the Head-quarters of the Government, he may, if his family proceeds to Madras or Ootacamund (as the case may be), charge the Travelling Allowances admissible under Rules 4 and 5 for his family.

15. An Officer who is absent on privilege leave when the Head-quarters of the Government are moved to or from Ootacamund, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Ootacamund or Madras as the case may be, may, if his *locum tenens* has not received Travelling Allowance, draw after his return to duty the Travelling Allowance which he would have received if he had accompanied the Government on its removal.

III.—Maintenance Allowances.

Special Maintenance Allowance.

16. A Special Maintenance Allowance is granted to each Clerk at the rates shown in Column 2 of the Schedule.

17. A clerk whose family is residing with him at Ootacamund may draw Special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

18. If a married Clerk, or a Clerk who, though unmarried or a widower, has a

[1] This Rule is not intended to provide Travelling Allowances for a member of an Officer's family making the journey otherwise than with the head-quarters of the Government, or about the time of the move of the head-quarters of the Government.

APPENDIX B, PART II—*continued.*

family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Madras to Ootacamund*, to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in Column 4 of the Schedule.

19. Provided that no Clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no Clerk may, at the same time, draw double Special Maintenance Allowance under Rule 17, and Family Maintenance Allowance under Rule 18. The allowances of an officer who takes part of his family to Ootacamund and leaves part in Madras or elsewhere are regulated at the officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

20. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement by the clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance.

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18, may be drawn for the period of residence at Ootacamund, and for one week before and after. This claim to allowances for one week before and after the period of residence at Ootacamund is not affected by reason of an officer's being entitled to draw during the same periods any tour allowance for proceeding on tour from Madras or from Ootacamund, instead of accompanying the Head-quarters of the Government.

[NOTE.—The date of arrival at Ootacamund is included in "Residence," but not the date of leaving Ootacamund.]

22. (*a*) A clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 16, 17, or 18, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*) A clerk on privilege leave, if permitted to rejoin office, on the expiry of his leave, at Madras, simultaneously with, or after, the arrival there of the head-quarters of the Government, may draw these allowances for seven days of his leave.

(*c*) If a clerk obtains privilege leave while in Ootacamund and rejoins in Ootacamund, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.

23. Section-writers paid at ordinary section rates, and temporary clerks whose pay is fixed at Madras rates, may, if ordered to accompany the Government from Madras, draw Maintenance Allowances under Rules 16, 17, or 18. But if the remuneration of such Officers is fixed upon the understanding that their work will be done at Ootacamund, Maintenance Allowances are not admissible to them. No Officer engaged in Ootacamund or elsewhere than in Madras, for temporary duty at Ootacamund, is entitled to any allowance except his salary.

IV.—Education Allowance.

24. A clerk who, on proceeding to Ootacamund, places at a school approved by the Head of the Office any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 18 and 19, receive an Education Allowance equal in amount to the Travelling Allowance which would have been admissible to him on account of the child under Rule 4 if the child had accompanied him to Ootacamund: Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the clerk;

APPENDIX B, PART II—*continued.*

(ii) that the allowance shall not be paid until the Officer has returned to Madras after the expiry of his duty with the Government of Madras at Ootacamund;

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the Head of the school to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government at Ootacamund, and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N. B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—House-rent at Ootacamund.

25. An Officer, not being an Accountant in the Public Works Department who would be entitled, in virtue of his office, to the Presidency House-rent, if his head-quarters were in Madras, may draw Presidency House-rent.

[NOTE.—Presidency Allowance is not continued during absence from Madras.]

26. An Aide-de-Camp to the Governor, if not provided with accommodation at the public charge, may draw the Presidency House-rent of his rank during his absence from Madras.

27. Clerks not provided with free quarters are entitled to an allowance for House-rent at the rates specified in the Schedule. If their family reside with them at Ootacamund, and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

28 But if the Officer arrives at Ootacamund on or after August last, he will receive only half these rates.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the Officer for house-rent, but only to give assistance towards it.]

VI.—Allowances to Inferior Servants.

29. Inferior servants are entitled to an extra allowance of ₹5 monthly for the period of their stay at Ootacamund, and for the period actually occupied in their journey between Madras and Ootacamund: provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Madras.

30. Warm clothing will be supplied to Inferior Servants on any establishment moved to Ootacamund with the head-quarters of Government, the cost of each man's clothing not exceeding ₹10 per annum.

VII.—Advances of pay, &c.

31. Advances to Officers proceeding to or from Ootacamund are regulated as follows:—

(*a*) The advance of the salary or Travelling Allowance of a Gazetted Officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Madras or Ootacamund, as the case may be; and his Travelling Allowance may be advanced by, or on the countersignature of, the Head of the Office.

32. Advances of salary and allowances must be adjusted on the next pay-bill, and advances of Travelling Allowance by bills within one week after the Officer's arrival at his destination. Meanwhile, they will be held under Advances Recoverable.

APPENDIX B, PART II—*continued.*

VIII.—Deputation Allowances.

33. A Clerk officiating as Chief Assistant at Ootacamund in the place of a Chief Assistant remaining in Madras on duty receives, while actually on duty at Ootacamund, a Deputation Allowance of R80 a month.

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

Salary.	Monthly Special Maintenance Allowance.	Salary.	Monthly Family Maintenance Allowance.	House-rent for the Season.
	R		R	R
Less than R75 .	20	Less than R100 . .	40	100
R75, but less than R200 . .	30	R 100, but less than R 150	50	100
R200, or more . .	40	,, 150, do. ,, 200	60	100
		,, 200, do. ,, 300	70	100
		,, 300, do. ,, 400	80	125
		,, 400, do. ,, 500	90	150
		,, 500, do. ,, 600	100	175
		,, 600, or more . .	100	225

APPENDIX B.—PART III.

Bombay Hill Allowance Code.

Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of Bombay to and from Sanitaria, including Poona, Máhábleshwar, and Mátherán.

[*N.B.*—From this date, no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary, in consequence of changes in the circumstances of the yearly move to hill stations or other sanitaria, and the conditions of residence there.]

I.—Preliminary.

[Notes.—(1) In these Rules—

"Pay" means substantive monthly pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance, but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an Officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the Officer's wife, his legitimate children residing with, and wholly dependent on, him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Governor on tour. They are entitled to Travelling Allowance under the ordinary rules.

(3) For the purposes of Rules 14 and 22 a child boarding at a school at Bombay or a sanitarium, as the case may be, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school and, in respect of claim to allowance under Rule 14, for the period for which the allowance is claimed.]

1 Allowances are made to the following Officers and their establishments :—

Ordinary Members of Council; Public, Private, and Military Secretaries; Surgeon General with the Government of Bombay; Under and Assistant Secretaries; the Surgeon and Aides-de-Camp to His Excellency

APPENDIX B, PART III—*continued.*

the Governor; the Oriental Translator to Government; the Chobdars and Peons [1] of the Government House paid from public funds, subject to any special orders to the contrary that may be issued by His Excellency the Governor.

[NOTE.—Arrangements should be carefully made to avoid moving to Sanitaria larger establishments than are absolutely necessary.]

2. An Officer residing at a Sanitarium may draw his salary and the allowances admissible under these Rules either at the Sanitarium or at Bombay, or partly at the Sanitarium and partly at Bombay. An Officer residing at Bombay may draw part or the whole of his salary at a Sanitarium, in anticipation of the removal thither of the Government.

[NOTE.—Last-pay Certificate is not required to enable salary to be drawn under this Rule.]

II.—Travelling Allowance.[1]

Personal and Family Travelling Allowances of Officers whose salaries exceed ₹1,500 per month.

3. Officers whose salaries exceed ₹1,500 a month are entitled to personal and Family Travelling Allowances on the following scales :—

Actual authorised Expenses within the limit of—

	₹	a.	p.	
For the Officer himself	40	0	0	For each journey between Bombay and Poona.
For his wife and for each child residing with, and wholly dependent on him, not less than twelve years old	15	0	0	
For each child less than twelve, but not less than three years old	7	8	0	
Aggregate Travelling Allowances for the Officer himself and his family not to exceed	100	0	0	
For the Officer himself	60	0	0	For each journey between Poona and Máhábleshwar.
For his wife and for each child residing with, and wholly dependent on him, not less than twelve years old	22	8	0	
For each child less than twelve, but not less than three years old	11	4	0	
Aggregate Travelling Allowances for the Officer himself and his family not to exceed	150	0	0	
For the Officer himself	100	0	0	For each journey between Bombay and Máhábleshwar.
For his wife and for each child residing with, and wholly dependent on him, not less than twelve years old	37	8	0	
For each child less than twelve, but not less than three years old	18	12	0	
Aggregate Travelling Allowances for the Officer himself and his family not to exceed	250	0	0	
For the Officer himself	24	0	0	For each journey between Bombay and Mátherán.
For his wife and for each child residing with, and wholly dependent on him, not less than twelve years old	9	0	0	
For each child less than twelve, but not less than three years old	4	8	0	
Aggregate Travelling Allowances for the Officer himself and his family not to exceed	60	0	0	

[1] The allowances to the Chobdars and Peons of the Government House are paid from the Contract Allowance

The following decisions by the Government of India are printed for information, as the same principles will be observed in Bombay —

A B, a Clerk, having, after arrival at Simla, obtained leave on Medical Certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to *A B* under these Rules.

It was also declared that, in the event of *A B*'s being permitted to rejoin the Office at Calcutta after the end of his leave, any Officer brought up from Calcutta to supply his place in the Simla Office was entitled to travelling and other allowances under these Rules —(*No 1310 30th June 1876*)

A claim to travelling allowance in behalf of an Officer (a Clerk who left Simla on privilege leave with permission to rejoin the Office at Calcutta) was negatived on the ground that the Officer's leave expired long before the head-quarters were established at Calcutta —(*See Rule 10 (a). No 2022 17th December 1872*)

APPENDIX B, PART III—*continued.*

4. This allowance will be drawn upon a certificate as follows :—

" I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage for myself and my family, as the case may be), or any charge for refreshments or hotels or staging bungalows."

Personal Travelling Allowance of other Officers.

5. Officers are divided into four classes—

First.—Covenanted Civil Servants, Commissioned Military Officers, and any other Officer whose salary does not exceed ₹1,500 a month and is not less than ₹400.

Second.—All other Officers except Inferior Servants.

Third.—Inferior Servants, such as Jemadars and Daftaries, whose salary is not less than ₹10.

Fourth.—Other Inferior Servants.

6. Officers are entitled to the following Travelling Allowances for each journey with the Government of Bombay to or from Sanitaria: An Officer of the First Class, double first class railway fare and 8 annas a mile by road; Second Class, double second class railway fare and 4 annas a mile by road; Third Class, third class railway fare; Fourth Class, fourth class railway fare. The Clerk to the Private Secretary to His Excellency the Governor is allowed a special Travelling Allowance of ₹30 for each journey made by him from Poona to Máhábleshwar or Máhábleshwar to Poona, while in attendance on the Private Secretary.

A sum of ₹3-8 is allowed to Inferior Servants (Classes 3rd and 4th) for the journey by road between Poona and Máhábleshwar, and ₹2-3 for the journey between Dasgam and Máhábleshwar. For the voyage from Bombay to Dasgam the actual steamer fare is allowed.

NOTE.—The distances between Bombay, Poona, Máhábleshwar and Mátherán are—

Bombay	to Poona, by railway	. . . . .	119 miles.
,,	to Narel by ,,	. . . . .	54 ,,
Poona	to Máhábleshwar by road	. . . . .	74 ,,
Narel	to Mátherán ,,	. . . . .	7 ,,

The charge on account of travelling expenses each way is therefore—

	Bombay to Poona.	Poona to Máhábleshwar.
For a 1st Class Officer . .	₹ 22 6 0	₹ 37 0 0
,, 2nd ,, ,, . .	,, 11 2 0	,, 18 8 0
,, 3rd ,, ,, . .	,, 2 8 0	
,, 4th ,, ,, . .	,, 1 9 0	

	Bombay to Narel.	Narel to Mátherán.
For a 1st Class Officer . .	₹ 10 2 0	₹ 3 8 0
,, 2nd ,, ,, . .	,, 5 2 0	,, 1 12 0
,, 3rd ,, ,, . .	,, 1 2 0	
,, 4th ,, ,, . .	,, 0 11 0	

7. An Officer of the Fourth Class ordered, for public reasons, to travel by a train containing no fourth class accommodation, may draw third class fare, under the countersignature of the Head of his Office.

8. If an Officer entitled to Travelling Allowances under Rule 6 proceeds to a Sanitarium from any place other than Bombay, or from a Sanitarium to any place other than Bombay, his travelling expenses may be charged at the rate of double first class fare by rail, and 8 annas a mile by road, for a First Class Officer; half those rates for a Second Class Officer; actual third class railway fare for a Third Class Officer; and actual fourth class railway fare for a Fourth Class Officer. Provided that the allowance between Bombay and the Sanitarium may not be exceeded.

[NOTE.—Family Travelling Allowance may, on the same principle, be passed from a place other than Bombay to a Sanitarium and *vice versâ* at the prescribed rates.]

APPENDIX B, PART III—*continued.*

9. An Officer who is absent on privilege leave when the Head-quarters of the Government of Bombay are moved to or from a Sanitarium, or who takes privilege leave during the move, and is permitted to rejoin his appointment at the Sanitarium or Bombay, as the case may be, may, if his *locum tenens* has not received Travelling Allowance, draw, after his return to duty, the Travelling Allowance which he would have received if he had accompanied the Government on its removal.

Family Travelling Allowance.

10. (*a*) An Officer above the grade of a clerk whose salary does not exceed ₹1,500 a month may charge for his wife and for his children Travelling Allowance as follows, in accordance with, and under the conditions of, the following rules:—

For his wife and for each child residing with, and wholly dependent on him not less than 12 years old, first class railway fare and 8 annas a mile by road. For each child less than 12 but not less than 3 years old, half those rates:

Provided that the aggregate Travelling Allowances for himself and family for the entire journey between Bombay and Máhábleshwar shall not exceed ₹200, and between Bombay and Poona ₹75.

(*b*) A clerk may draw for his wife and for his children residing with him and wholly dependent on him Travelling Allowances as follows, in accordance with, and under the conditions of, the following rules:—

	For Wife and for each Child not less than twelve years old.	For each Child less than twelve but not less than three years old.
	1	2
(I) If his salary is not less than ₹400 a month .	1st class fare by rail and 8 annas a mile by road.	Half the rate in Column 1.
(II) If his salary is less than ₹400 a month .	2nd class fare by rail and 4 annas a mile by road.	Half the rate in Column 1.

Provided that Travelling Allowances of a clerk and his family shall not exceed—

	Between Bombay and Poona.	Between Bombay and Máhábleshwar.
	₹ a. p.	₹ a. p.
For a clerk whose salary is not less than ₹400 a month	75 0 0	200 0 0
For a clerk whose salary is less than ₹400 a month	37 8 0	100 0 0

(*c*) An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for her as for a wife. But if a clerk makes any charge under this Rule he must certify the facts on which depends his right to make the charge, and the certificate must be countersigned by the Head of the Office.

APPENDIX B, PART III—*continued.*

11. A certificate in the following form should be attached to every bill for Family Travelling Allowance :—

"*The following members of my family made this journey :—*
"*My wife, or my mother or adult sister residing with me and wholly dependent on me.*
"*Child more than twelve years old residing with me and wholly dependent on me.*
"*Child more than three years, but not more than twelve years old.*"

(Signed) *A. B.*

12. The widow, mother, adult sister, or eldest motherless child of an Officer dying at a Sanitarium for the expenses of whose journey to Bombay the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Bombay at the rate which would have applied to the deceased Officer personally. For other members of the family of the deceased Officer for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

III.—Maintenance Allowances.

Special Maintenance Allowance.

13. If, in any season, the cost at a Sanitarium of articles of prime necessity is decidedly more than in Bombay and so exceptionally high as in the opinion of the Governor in Council in the Financial Department to warrant the concession, a special Maintenance Allowance will be granted to each Clerk at the rates shown in Column 2 of the Schedule.

14. A Clerk whose family is residing with him at a Sanitarium may draw special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

15. If a married Clerk, or a Clerk who, though unmarried, or a widower, has a family entirely dependent on him, is compelled, in consequence of his proceeding with the Head-quarters of the Government from Bombay to a Sanitarium and *vice versâ*, to maintain an additional domestic establishment for himself or them which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in Column 3 of the Schedule.

16. Provided that no Clerk who has charged, on account of any member of his family Travelling Allowance under Rule 10 may draw Family Maintenance Allowance; and no Clerk may at the same time draw double special Maintenance Allowance under Rule 14 and Family Maintenance Allowance under Rule 15. The allowances of an Officer who takes part of his family to a Sanitarium and leaves part in Bombay or *vice versâ* are regulated at the Officer's option, with respect to the former, ignoring the latter, or with respect to the latter, ignoring the former.

17. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the Clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement by the Clerk of the precise circumstances under which he claims the allowance; and the written statement and the order upon it must be repeated each season and be attached to the first bill of the season presented for Family Maintenance Allowance. Family Maintenance Allowance should not be granted to an Officer accompanying the Government from a Sanitarium to Bombay, unless it has been officially announced that the Government of Bombay will return to the Sanitarium in the following season, and there is a strong probability that the Officer will accompany it. If either in consequence of the Government not moving to the Sanitarium the following season or of the Officer not being ordered to accompany it, it should be ultimately necessary for him to bring his family down to Bombay, he may charge their travelling expenses under Rule 10, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from the Sanitarium.

APPENDIX B, PART III—*continued.*

18. Subject to the proviso in Rule 16 the Maintenance Allowances admissible under Rules 13, 14, and 15 may be drawn for the period of residence at the Sanitarium or Bombay, as the case may be, and for one week before and after. This claim to allowances for one week before and after the period of residence at the Sanitarium or Bombay is not affected by reason of an officer being entitled to draw during the same periods any tour allowance for proceeding on tour from Bombay or from the Sanitarium instead of accompanying the Head-quarters of the Government of Bombay.

[NOTE.—The date of arrival at the Sanitarium or Bombay is included in "Residence," but not the date of leaving the Sanitarium or Bombay.]

19. (*a*) A Clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 13 or 14 and 15, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*) A Clerk on privilege leave, if permitted to rejoin office on the expiry of his leave at Bombay or a Sanitarium, as the case may be, simultaneously with or after the arrival there of the Head-quarters of the Government of Bombay, may draw these allowances for seven days of his leave.

(*c*) If a Clerk obtains Privilege Leave while at a Sanitarium or Bombay, as the case may be, and rejoins at the Sanitarium or Bombay, as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.[1]

IV.—Education Allowance.

20. A Clerk who, on proceeding to Bombay or a Sanitarium, places at a school approved by the Head of the Office, any child not less than seven years old for the purpose of education, may, if he is not in receipt of Family Maintenance Allowance under Rules 15 and 16, receive an Education Allowance equal in amount to the Travelling Allowance which would have been admissible to him on account of the child under Rule 10, if the child had accompanied him to Bombay or a Sanitarium, as the case may be; provided always—

(i) that this allowance, *plus* the Travelling Allowance actually drawn, shall not exceed the maximum Travelling Allowance admissible to the Clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Bombay or a Sanitarium, as the case may be, after the expiry of his duty with the Government at Bombay or a Sanitarium, as the case may be;

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the Head of the School, to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government at Bombay or a Sanitarium, as the case may be, and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—House-rent at a Sanitarium.

21. An Officer who would be entitled, in virtue of his office, to Presidency House-rent if his head-quarters were in Bombay, may draw Presidency House-rent.

[NOTE.—Presidency Allowance is not continued during absence from Bombay.]

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[1] In reply to your letter No. 787S., dated 10th August 1880, I am directed to say that upon the grant of Privilege Leave to *A. B.*, 1st class Clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two Clerks in the office which involved the grant to each of these Clerks of Simla Allowance at the rate of Rs10 a month in excess of the allowance admissible upon his substantive position. A portion only of his Simla Allowance of Rs125 a month, and not the whole amount of the allowance, having thus had to be paid to Officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 21 (*c*) of the Simla Allowance Code to allow to *A. B.* the benefit of the residue, or Rs105 a month. I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(*Letter to Comptroller General, No. 3481, dated 25th August 1880.*)

APPENDIX B, PART III—*concluded.*

22. Clerks not provided with free quarters are entitled to an allowance for house-rent at the rates specified in the Schedule. If their family reside with them at a Sanitarium, and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the Officer for house-rent, but only to give assistance towards it.]

SCHEDULE.

Maintenance Allowance and House-rent of Clerks.

SALARY.	Monthly Special Maintenance Allowance.	Monthly Family Maintenance Allowance.	House-rent for the Season.
Less than R100	20	40	100
R 100, but less than R 150	20	50	100
,, 150 ditto ,, 200	20	60	100
,, 200 ditto ,, 300	25	70	100
,, 300 ditto ,, 400	25	80	125
,, 400 ditto ,, 500	25	90	150
,, 500 ditto ,, 600	25	100	175
,, 600 ditto ,, 700	25	100	200
,, 700 or more	25	100	225

VI.—Sanitarium Allowance to Inferior Servants.

23. One-third is added as "Sanitarium Allowance" to the salary of every Inferior Servant from the day of his departure from Bombay to the day of his return thereto, inclusive.

VII.—Special Allowances to Inferior Servants.

24. An Inferior Servant, whose salary does not exceed R12, draws while actually at a Sanitarium, besides his Sanitarium Allowance, an allowance of R1 a month.

APPENDIX B.—PART IV.

Darjeeling Allowance Code.

Memorandum of Summary of the Rules for the Grant of Allowances to Officers accompanying the Honourable the Lieutenant-Governor of Bengal to and from Darjeeling.

[Orders of the Government of India in the Department of Finance and Commerce, No. 2637, dated 31st August 1881.]

I.—In Consequence of Removal to and from Darjeeling.

1.—TRAVELLING ALLOWANCES.

A.—Officers above the Grade of Clerks.

Double first class fare by railway including steam tramway, eight annas a mile by road.

B.—Clerks and Inferior Servants.

Fixed allowances as follows on account of personal travelling expenses :-

	R	
For clerks on salary of not less than R400 a month	80	each way.
Ditto ditto of less than R400 a month, but not less than R50 a month	50	
Ditto ditto of less than R50 a month	40	
For Inferior Servants	13	

APPENDIX B, PART IV—*continued.*

Any Clerk or Inferior Servant who can satisfy the Head of his Department that he has urgent reasons for proceeding to Calcutta owing to serious illness among the members of his family or for other sufficient grounds, shall once in a season be permitted to go and return at the Government expense.

C.—Press Establishment.

Superior members will be entitled to Travelling Allowances according to the rules for Clerks in Division B.

Inferior Servants, such as Distributors, Pressmen, &c., will be entitled to Traveling Allowances according to the Rules for Inferior Servants in Division B.

2.—Extra Allowances at Darjeeling.

D.—Clerks.

Allowances on the following scale shall be granted in addition to salary, beginning from the day of leaving Calcutta to the day of return thereto:—

	Extra Allowances. R	
Registrar, pay R687	100	a month
Head Assistant, R400 rising to R600	100	
First Grade Assistant R 300 rising to R 400	100	
Second ditto „ 200 ditto „ 300	80	
Third ditto „ 150 ditto „ 200	70	
Fourth ditto „ 100 ditto „ 150	60	
Fifth ditto „ 60 ditto „ 100	50	
Clerks on salary of less than R60, but not less than R25 a month	40	

E.—Inferior Servants.

Addition of one-third of salary from the day of leaving Calcutta to the day of return thereto, with an extra allowance of one rupee to those whose salary does not exceed R12 for the period of residence in Darjeeling.

F.—Press Establishment.

Superior servants—	
Excepting compositors	Same as for clerks in Division D.
Compositors	An amount equal to their pay in Calcutta.
Inferior servants	One-third of salary.

3.—Charge Allowances.

Registrar in charge of office at Darjeeling	80 a month.
Head Assistant or Clerk in charge of office at Darjeeling	
If the number of clerks is more than four	80 „
If the number of clerks is not more than four	50 „
Reader in charge of Press	25 „

These allowances are payable during the period spent on service in Darjeeling, and are admissible without reference to other allowances to which the Officers are entitled.

[Note.—These allowances are also admissible during the Lieutenant-Governor's tour by land or river.]

An Officer who accompanies the Head-quarters of Government to Darjeeling may draw his pay and the allowances admissible under these rules, either at Darjeeling or in Calcutta, or partly at Darjeeling and partly in Calcutta.

4.—Warm Clothing to Inferior Servants.

Jemadars, Daftaries and Peons will, in addition to a suit of uniform, receive every year a blanket costing R2-8, or an allowance of that amount for a blanket.

APPENDIX B.—PART V.

Naini Tal Hill Allowance Code.

I.—Preliminary.

1. Allowances are made under these rules to Secretaries to Government and their establishments, and to the following establishments of Officers required to accompany the Lieutenant-Governor to and from Naini Tal :—

Seven clerks of the Board of Revenue.
Four clerks of the Inspector General of Prisons.
The Personal Assistant and six clerks of the Inspector General of Police.
Two clerks of the Surgeon General.
Also to such Inferior Servants attached to the establishments of these four Officers as may be required to accompany the offices.

[NOTE 1.—The Members of the Board of Revenue, the Secretary to the Board, the Inspectors General of Police and Prisons, and the Surgeon General, do not themselves draw any allowances under these rules.]

[NOTE 2.—The number of clerks to be taken up to Naini Tal may, at the discretion of the Local Government, be modified from time to time.]

II.—Travelling Allowance.

2. Officers are divided into six classes :—

First.—Officers whose salary exceeds ₹1,500.
Second.—Other Officers above the grade of Clerks and Clerks whose salary is not less than ₹400.
Third.—Clerks whose salary is less than ₹400, but not less than ₹50.
Fourth.—Other Clerks.
Fifth.—Inferior Servants drawing not less than ₹10.
Sixth.—Other Inferior Servants.

3. Travelling expenses may be charged according to the following scales by all Officers except the members of the Government Press establishment mentioned in Rule 13 :—

A.—Allahabad to Naini Tal.

Class.	For the Officer himself.	For his wife and each child residing with and wholly dependent on him, not less than 12 years old.	For each child less than 12, but not less than 3 years old.	Aggregate Travelling Allowances for the Officer himself and his family not to exceed for each journey
	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.
First—				
Actual authorised expenses[1] within the limit of	131 0 0	48 0 0	24 0 0	328 0 0
Second	79 8 0	48 0 0	24 0 0	300 0 0
Third	67 0 0	45 0 0	22 8 0	283 0 0
Fourth	47 0 0	39 0 0	19 8 0	235 0 0
Fifth	17 0 0	*Nil*	*Nil*	*Nil*
Sixth	14 0 0	*Nil*	*Nil*	*Nil*

[1] Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an Officer entitled to charge for actual expenses.

APPENDIX B, PART V—*continued.*

B.—Allahabad to Lucknow.

Class.	For the Officer himself.	For his wife and each child residing with and wholly dependent on him, not less than 12 years old.	For each child less than 12, but not less than 3 years old.	Aggregate Travelling Allowances for the Officer himself and his family not to exceed for each journey
	R a p.	*R a. p.*	*R a. p.*	*R a. p.*
First—Actual authorised expenses[1] within the limit of	44 0 0	14 0 0	7 0 0	110 0 0
Second	26 8 0	14 0 0	7 0 0	85 0 0
Third	16 0 0	11 0 0	5 8 0	68 0 0
Fourth	11 0 0	11 0 0	5 8 0	55 0 0
Fifth	4 0 0	*Nil.*	*Nil.*	*Nil.*
Sixth	3 8 0	*Nil.*	*Nil.*	*Nil.*

C.—Lucknow to Naini Tal.

	R a. p.	*R a. p.*	*R a. p.*	*R a. p.*
First—Actual authorised expenses[1] within the limit of	87 0 0	34 0 0	17 0 0	218 0 0
Second	53 0 0	34 0 0	17 0 0	215 0 0
Third	51 0 0	34 0 0	17 0 0	215 0 0
Fourth	36 0 0	28 0 0	14 0 0	180 0 0
Fifth	13 0 0	*Nil*	*Nil.*	*Nil.*
Sixth	10 8 0	*Nil.*	*Nil.*	*Nil*

4. A Military Officer on the personal staff of the Lieutenant-Governor may charge for the conveyance of his horses according to his rank under the General Rules in force for Military Officers.

5. If an Officer for any reason (*e g*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under these Rules must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

6. A certificate in the following form must be attached to the bill for Travelling Allowances of an Officer of the First Class :—

"I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage for myself and my family, as the case may be), or any charge for refreshments, or hotels, or staging bungalows."

7. A certificate, as follows, must also be appended to the bill of an Officer who charges Travelling Allowances for his family : —

"The following members of my family made this journey :—

"My wife (or my mother or adult sister residing with me and wholly dependent on me); child not less than twelve years old, residing with me, and wholly dependent on me, child less than twelve years, but not less than three years old."

(Signed) A B.

[NOTE.—This certificate must, in the case of a clerk other than a Registrar or Chief Clerk, be countersigned by the Registrar or Chief Clerk]

[1] Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an Officer entitled to charge for actual expenses.

APPENDIX B, PART V—*continued.*

8. An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

9. The widow, mother, adult sister, or eldest motherless child of an Officer dying at Naini Tal, for the expenses of whose journey to Allahabad, &c., the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Allahabad, &c., at the rate which would have applied to the deceased Officer personally. For other members of the family of the deceased Officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

10. If an Officer, or any member of his family entitled to travelling expenses, proceeds to Naini Tal from any place other than Allahabad, &c., or proceeds from Naini Tal to any place other than Allahabad, &c., his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Allahabad, &c., direct.

11. If an Officer makes a journey on public duty on the occasion of the movement of the Government of the North-Western Provinces and Oudh to or from Allahabad or Naini Tal, instead of accompanying the Head-quarters of the Government, he may, if his family proceeds to Allahabad or Naini Tal (as the case may be), charge the Travelling Allowances admissible under Rules 3 and 7 of his family.

12. An Officer who is absent on privilege leave when the Head-quarters of the Government of the North-Western Provinces and Oudh are moved to or from Naini Tal, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Naini Tal or Allahabad, as the case may be, may, if his *locum tenens* has not received Travelling Allowance, draw after his return to duty the Travelling Allowance which he would have received if he had accompanied the Government on its removal.

13. Travelling Allowance is given to members of the Government Press establishment as follows :—

	Allahabad to Lucknow.	Lucknow to Naini Tal.	Allahabad to Naini Tal.
	R a. p.	*R a. p.*	*R a. p.*
Examiners, Foremen, and Clerks whose salary is not less than R100	16 0 0	51 0 0	67 0 0
Examiners, Foremen, and Clerks whose salary is less than R100	11 0 0	36 0 0	47 0 0
Copy-holders, Compositors, Distributors, Pressmen, Daftries, &c.	4 8 0	14 8 0	19 0 0

III.—Deputation Allowance.

14. Clerks and servants attached to the Secretariat establishment and the Government Press are granted a deputation allowance of one-third of salary during their absence from Allahabad, subject to the following provisos :—

(1) That the allowance will be granted only on the occasions of the move of the Government from Allahabad to Naini Tal and back, including, when necessary, a detour to Lucknow;

(2) That the allowance when granted on such occasions for any period of halt at Lucknow, shall not, if the halt exceeds thirty days, be admissible for the period in excess of thirty days.

APPENDIX B, PART V—*concluded.*

15. An Inferior Servant, whose salary does not exceed ₹12, draws, while actually at Naini Tal, besides the allowance prescribed in Rule 14, a special allowance of ₹1 a month.

16. Inferior Servants, other than those provided for by Rules 14 and 15, draw three-tenths of pay as Deputation Allowance.

IV.—House-rent at Naini Tal.

17. Clerks on establishments, other than those mentioned in Rule 14, are entitled to house-rent acccording to the following scale:—

Unmarried persons on less than ₹100	. One and a half months' pay up to a maximum of ₹100.
Unmarried persons on ₹100 and upwards	. One month's pay up to a maximum of ₹400.
Married persons on less than ₹100	. Two months' pay up to a maximum of ₹150.
Married persons on ₹100 and upwards	. One and a half months' pay up to a maximum of ₹600.

V.—Education Allowance.

18. A Clerk who, on proceeding to Allahabad or Naini Tal, places at a school approved by the Head of the Office any child not less than seven years old for the purpose of education, may receive an Educational Allowance equal in amount to the Travelling Allowance which would have been admissible to him on account of the child under Rule 3, if the child had accompanied him to Allahabad or Naini Tal (as the case may be): provided always—

(i) that this allowance, *plus* the Travelling Allowance actually drawn, shall not exceed the maximum Travelling Allowance admissible to the Clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Naini Tal or Allahabad (as the case may be) after the expiry of his duty with the Government at Allahabad or Naini Tal (as the case may be);

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the Head of the School, to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government at Naini Tal or Allahabad (as the case may be), and has during such time either boarded with one of the masters of such school, or attended at such school at least three-fourths of the days on which the school was open.

VI.—Advance of Pay.

19. Advances to Officers proceeding to or from Naini Tal are regulated as follows:—

(*a*) The advance of the salary or Travelling Allowance of a Gazetted Officer requires the written sanction of the Local Government.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Allahabad, Lucknow, or Naini Tal (as the case may be), and his Travelling Allowance may be advanced by, or on the countersignature of, the Head of the Office.

Advance of salary and allowances must be adjusted on the next pay-bill; and advances of Travelling Allowance by bills within one week after the Officer's arrival at his destination; meanwhile, they will be held under Advances Recoverable.

APPENDIX B.—PART VI.

Punjab Hill Allowance Code.

Code of Rules regarding Allowances to Public Officers required to accompany the Head-Quarters of the Government of the Punjab to and from Simla.

[*N.B.*—From this date, no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary, in consequence of change in the circumstances of the yearly move to Hill Stations or other Sanitaria, and the conditions of residence there.]

I.—Preliminary.

[NOTES.—(1) In these Rules—

"Pay" means Substantive Monthly Pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance, but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an Officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the Officer's wife, his legitimate children wholly dependent on, and residing with him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.]

1. Allowances are made to the following Officers and their establishments required to accompany the Lieutenant-Governor to Simla:—

Secretaries to Government in all Departments.
Financial Commissioner.
Surgeon General.
Sanitary Commissioner.
Inspector General of Police.

The authorised Officers, other than Secretaries to Government, must report for approval of Government in the Civil Department the strength of the establishments they purpose taking up.

[NOTES.—(1) The general Rules in this Code do not apply to the Secretariat Press establishment at Simla. The Rules in Part IX apply to the Press.

(2) Arrangements should be carefully made to avoid moving to Simla larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the office, clerks without families should be selected to accompany the Government to Simla. Of Inferior Servants, as few as possible should be taken backwards and forwards, as it is cheaper to employ such, for the season only, at Simla and Lahore.

(3) For the purposes of Rules 16 and 25, a child boarding at a school at Simla, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School, to the effect that the child has been a boarder in the school, and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.]

2. An Officer residing at Simla may draw his salary and the allowances admissible under these Rules either at Simla or at Lahore, or partly at Simla and partly at Lahore.

[NOTE.—Last-pay certificate is not required to enable salary to be drawn under this Rule.]

II.—Travelling Allowance.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds ₹1,500.
Second.—Other Officers above the grade of Clerks, and Clerks whose salary is not less than ₹400.
Third.—Clerks whose salary is less than ₹400, but not less than ₹50.
Fourth.—Other Clerks.
Fifth.—Inferior Servants whose salary is not less than ₹10.
Sixth.—Other Inferior Servants.

APPENDIX B, PART VI—*continued.*

4. Travelling expenses may be charged according to the following scale:—

	For the Officer himself.	For his wife, and for each child residing with, or wholly dependent on him, not less than twelve years old.	For each child less than twelve, but not less than three years.	Aggregate Travelling Allowances for Officer himself and his family not to exceed for each journey
First Class— Actual authorised expenses within the limit of [1] .		R	R	R
Second Class	R150	50	25	600
Third Class	Double 1st class fare by railway and 8 annas a mile by road [2] . .	50	25	400
Fourth Class; a fixed sum .	Double second class fare by railway and R40 for the journey by road each way [2]	45	22	250
Fifth Class; ditto . .	A fixed sum of R36 for each journey [2] . .	20	10	100
Sixth Class; ditto . .	Do. 15 do. do. .	*Nil*	*Nil*	*Nil*
	Do. 12 do. do. .			

5. An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military Officer on the personal staff of the Lieutenant-Governor may charge for the conveyance of his horses according to his rank under the General Rules in force for Military Officers.

7. If an Officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third class accommodation, may draw, under the countersignature of the Registrar or Chief Clerk of his Office, in addition to his fixed allowance, the difference between intermediate class and third class fare for the distance so travelled.

9. A certificate in the following form must be attached to the bill for Travelling allowances of an Officer of the First Class:—

"*I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage (or the personal luggage of myself and family, as the case may be), or any charge for refreshments, or hotels, or staging bungalows.*"

[1] Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an Officer entitled to charge actual expenses.

[2] A. B., a Clerk, having, after arrival at Simla, obtained leave on Medical Certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to A. B. under these Rules.

It was also declared that, in the event of A. B.'s being permitted to rejoin the office at Calcutta after the end of his leave, any Officer brought up from Calcutta to supply his place in the Simla office was entitled to Travelling and other Allowances under these Rules—(*No. 1310, 30th June, 1876.*)

A claim to Travelling Allowance in behalf of an Officer (a Clerk), who left Simla on Privilege Leave with permission to rejoin the office at Calcutta was negatived on the ground that the Officer's leave expired long before the Head-quarters were established at Calcutta [*see Rule 21 (b)*].—(*No. 3022, 17th December, 1875.*)

APPENDIX B, PART VI—*continued.*

10. A certificate, as follows, must also be appended to the bill of an Officer who charges Travelling Allowances for his family :—

"*The following members of my family made this journey :—*

"*My wife (or my mother or adult sister residing with me and wholly dependent on me).*

"*Child not less than twelve years old residing with me and wholly dependent on me*

"*Child less than twelve years, but not less than three years old.*"

(*Signed*) A. B.

[NOTE.—This certificate must, in the case of a clerk other than a Registrar or Chief Clerk, be countersigned by the Registrar or Chief Clerk.]

12. The widow, mother, adult sister, or eldest motherless child of an Officer dying at Simla, for the expenses of whose journey to Lahore the Officer, if he had lived, would have been entitled to charge under these rules, may charge her or his travelling expenses to Lahore at the rate which would have applied to the deceased Officer personally. For other members of the family of the deceased Officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged

13 If an Officer or any member of his family entitled to travelling expenses proceeds to Simla from any place other than Lahore, or proceeds from Simla to any place other than Lahore, his or her travelling expenses may be charged, provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Lahore direct.[1]

14. If an Officer makes a journey on public duty on the occasion of the movement of the Government of the Punjab to or from Lahore or Simla, instead of accompanying the Head-quarters of the Government, he may, if his family proceeds to Lahore or Simla (as the case may be), charge the Travelling Allowances admissible under Rules 4 and 5 for his family.

15 An Officer who is absent on Privilege Leave when the Head-quarters of the Government of the Punjab are moved to or from Simla, or who takes Privilege Leave during the move, and is permitted to rejoin his appointment at Simla or Lahore, as the case may be, may, if his *locum tenens* has not received Travelling Allowance, draw after his return to duty the Travelling Allowance which he would have received if he had accompanied the Government on its removal.

III.—Maintenance Allowances.

Special Maintenance Allowance.

16 A special Maintenance Allowance is granted to each Clerk at the rate shown in column 3 of the Schedule.

17. A Clerk whose family is residing with him at Simla may draw special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

18 If a married Clerk, or a Clerk who, though unmarried, or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Lahore to Simla or from Simla to Lahore,* to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance allowance at the rates shown in Column 2 of the Schedule :

19. Provided that no Clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance

[1] This Rule was not intended to provide travelling allowances for a member of an Officer's family making the journey otherwise than with the Head quarters of the Government of the Punjab, or about the time of the move of the Head quarters of the Government of the Punjab In this view, an Officer's claim to Travelling Allowance on account of his wife proceeding from Simla to Bombay six weeks before the breaking up of the Head quarters of the Government of India to Simla was negatived —(*Financial Resolution No. 2916, dated 13th December, 1875*)

APPENDIX B, PART VI—*continued.*

Allowance; and no Clerk may, at the same time, draw double Special Maintenance Allowance under Rule 17 and Family Maintenance Allowance under Rule 18. The allowances of an Officer who takes part of his family to Simla and leaves part in Lahore, or *vice versâ*, are regulated at the Officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

20. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the Clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement[1] by the Clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance. If, for reasons which appear sufficient to the Head of the Office, it should be ultimately necessary for a Clerk who has drawn Family Maintenance Allowance to bring his family to Simla or Lahore, he may charge their Travelling Allowance, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from Simla or Lahore, as the case may be.

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 may be drawn for the period of residence at Simla or Lahore, as the case may be, and for four days before and after. This claim to allowances for four days before and after the period of residence at Simla or Lahore is not affected by reason of an Officer's being entitled to draw during the same periods any Tour Allowance for proceeding on tour from Lahore or from Simla, instead of accompanying the Head-quarters of the Government of the Punjab.

[NOTE.—The date of arrival at Simla or Lahore is included in "Residence," but not the date of leaving Simla or Lahore.]

22. (*a*) A Clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 16, 17, and 18, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*) A Clerk on privilege leave, if permitted to rejoin office, on the expiry of his leave, at Lahore or Simla, as the case may be, simultaneously with or after the arrival there of the Head-quarters of the Government of the Punjab, may draw these allowances for four days of his leave.

(*c*) If a Clerk obtains privilege leave while in Simla or Lahore, as the case may be, and rejoins in Simla or Lahore, as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.[2]

23. Section-writers paid at ordinary section rates, and temporary Clerks whose pay is fixed at Lahore rates, if ordered to accompany the Government of the Punjab from Lahore or Simla, draw Maintenance Allowances under Rules 16, 17, and 18. But if the remuneration of such Officers is fixed upon the understanding that their work will be done at Simla, Maintenance Allowances are not admissible to them. No Officer engaged at Simla, or elsewhere than in Lahore, for temporary duty at Simla, is entitled to any allowance except his salary.

IV.—Education Allowance.

24. A Clerk who, on proceeding to Lahore or Simla, leaves behind him at Simla or Lahore (as the case may be) any child not less than seven years old for

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[1] No charge for Family Maintenance Allowance should be passed without the written statement and the order upon it prescribed in this Rule.—(*Letter to Comptroller General, No. 4505, dated 16th December 1872.*)

[2] In reply to your letter No. 787 S., dated 10th August 1880, I am directed to say that upon the grant of Privilege Leave to A. B., 1st Class Clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two Clerks in the office which involved the grant to each of these Clerks of Simla Allowance at the rate of Rs 10 a month in excess of the allowance admissible upon his substantive position. A portion only of his Simla Allowance of Rs125 a month, and not the whole amount of the allowances having thus had to be paid to officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 18 (*c*) of the Simla Allowance Rules to allow to A B. the benefit of the residue, or Rs105 a month. I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(*Letter to Comptroller General, No 2481, dated 25th August 1880.*)

APPENDIX B, PART VI—*continued.*

the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 18 and 19, receive an Education Allowance equal in amount to the Travelling Allowance which would have been admissible to him on account of the child under Rule 4 if the child had accompanied him to Lahore or Simla (as the case may be): Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Simla or Lahore (as the case may be) after the expiry of his duty with the Government of the Punjab at Lahore or Simla (as the case may be);

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the Head of some School in Lahore or Simla (as the case may be), approved by the Head of the Office, to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government of the Punjab at Simla or Lahore (as the case may be), and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—House-rent at Simla.

25. Clerks not provided with free quarters are entitled to an allowance for house-rent at the rates specified in the Schedule. If their family reside with them at Simla and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

26. But if the Officer arrives at Simla on or after August 1st, he will receive only half these rates.

[NOTE.—No clerk has any claim to free quarters, and the Government does not undertake to bear the entire expenditure of the Officer for house-rent, but only to give assistance towards it.]

VI.—Allowances to Inferior Servants.

27. Inferior Servants are entitled to an extra allowance equal to one-third of their salary for the period of their stay at Simla, and for the period actually occupied in their journey between Lahore and Simla: Provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Lahore.

28. An Inferior Servant whose salary does not exceed ₹12 draws, while actually at Simla, besides the allowance prescribed in Rule 27, a special allowance of ₹1 per month.

29. (*a*) Messengers who are not in personal attendance on a Secretary, Under-Secretary, or Assistant Secretary, and other Inferior Servants, receive a suit of country woollen cloth, costing not more than ₹7½ yearly, or ₹15 every second year.

(*b*) Every Inferior Servant receives, once a year, either a blanket costing not more than ₹2½, or an allowance of ₹2½.

VII.—Advances of Pay, &c.

30. Advances to Officers proceeding to or from Simla are regulated as follows:—

(*a*) The advance of the salary or Travelling Allowance of a Gazetted Officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Lahore or Simla, as the case may be, and his Travelling Allowance, may be advanced by, or on the countersignature of, the Head of the Office.

APPENDIX B, PART VI—*continued.*

31. Advances of salary and allowances must be adjusted on the next pay bill, and advances of Travelling Allowance by bills within one week after the Officer's arrival at his destination.

VIII.—Deputation Allowances.

32. A Clerk officiating as Superintendent of the office or Chief Clerk at Simla, in the place of the Office Superintendent or Chief Clerk remaining on duty at Lahore, receives, while actually on duty at Simla, a Deputation Allowance of R80 a month.

IX.—Press Establishment.

33. An Officer employed in the Press Establishment at Simla will receive, during his absence from Lahore, the following allowances:—

Officer in charge of Press, Maintenance Allowance, under Rules 16, 17, and 18, Sec. III; Travelling Allowance under Rule 4, Section II; and House-rent under Rules 25 and 26, Section V.

Compositors, Pressmen, Foremen, Section-holders, Clerks, &c., Travelling Allowance under Rule II (4); and House-rent, when not provided with quarters, under Rule V, paragraphs 25 and 26.

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

Salary.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	ℝ	ℝ	ℝ
Less than ℝ100	40	20	100
ℝ 100, but less than ℝ 150	50	20	100
„ 150, ditto „ 200	60	20	100
„ 200, ditto „ 300	70	25	100
„ 300, ditto „ 400	80	25	125
„ 400, ditto „ 500	90	25	150
„ 500, ditto „ 600	100	25	175
„ 600, ditto „ 700	100	25	200
„ 700, or more	100	25	225

APPENDIX C.

(*See Section 58, Rule .*)

ENCLOSURE TO PUBLIC WORKS DEPARTMENT CIRCULAR NO. XLII (RAILWAY) OF 1881.

STATE RAILWAYS.

RULES FOR FREE PASSES.

Nature of Passes.

1. Free passes are of four kinds—

A.—Gold Passes,
B.—Silver „
C.—Card „
D.—Cheque „

but it must be distinctly understood that these rules give no one a title to claim a free pass, except those Officers of the Postal Department hereafter mentioned.

APPENDIX C—*continued.*

2. A gold pass entitles the holder to travel at any time over all Indian State Railways.

3. A silver pass entitles the holder to travel at any time over the particular railway or railways for which it is granted.

A silver pass held by an Officer of a Guaranteed Railway Company will permit the holder to travel over every State line in immediate connection with the railway to which the Officer belongs.

A silver pass held by an Officer of the Consulting Engineer's Department holds good over every State line on which Officers of that Department have official business. This also applies to Chief Engineers of Provincial Railways, and to analogous cases.

4. A card pass entitles the holder to travel over the particular railway, or portion of the railway, for which it is granted at any time within the dates specified on the pass.

As a rule, a card pass should only be issued for that portion of the railway over which the employé has to travel. It is left, however, to the discretion of the Manager to extend the privilege of the pass as occasion may require.

5. A cheque pass entitles the holder to travel on the particular railway, or portion of the railway, for which it is granted on the date and within the limits of distance specified on the pass.

Issue of Passes.

6. The Officers empowered to issue passes under the following rules are :—

(*A*) *Gold Passes* . . .	The Director General of Railways.
(*B*) *Silver Passes* . . .	
(*C*) *Card Passes* . . .	The Manager[1] of the Railway for which the pass is available.
(*D*) *Cheque Passes.* . . .	

As regards cheque passes, the Manager can depute this power to any officer of the railway being a head of a Department, and also to the Assistant Superintendent of Telegraphs; but passes given by such Officers must be confined to persons employed in their own Departments.

The Director General of the Post Office can issue cheque passes to employés travelling on *bonâ fide* Railway Mail Service. He can depute this power to such Officers of the Railway Mail Service as he may desire.

7. In the absence of any of the Officers to whom power may be deputed, one assistant, to be named by each of them, may issue cheque passes for, and on the responsibility of, the said Officer or Officers.

8. The persons to whom passes may be given are—

(*A*) *Gold Passes.*

The Secretary to Government of India, Public Works Department.
" Director General of Railways.
" Director General of the Post Office of India.
" Director General of Telegraphs.
" Consulting Engineer to the Government of India for State Railways.
" Inspector General, Railway Mail Service.
" Accountant General, Public Works Department, or the Officer of his Department in immediate charge of Railway Accounts.

(*B*) *Silver Passes.*

The Manager	Permanently attached to, and actually employed on, the particular railway for which the pass is available.
" Superintendent of Way and Works . . .	
" Locomotive Superintendent	
" Traffic Superintendent	
" Examiner of Accounts	
" Carriage and Wagon Superintendent . . .	
" Consulting Engineers to the Government of India, Madras, and Bombay, and their Deputies.	
" Agent	of each Guaranteed Railway in direct connection with a State Railway.
" Chief Engineer	
" Locomotive Superintendent	
" Traffic Manager	
" Chief Auditor	

[1] By "Manager" in these Rules is meant the Chief Officer charged with the executive control of the railway for the time being.

APPENDIX C—*continued.*

The Superintendents, Railway Mail Service . . . } when their beats of
„ Assistant Superintendents of Telegraphs. . . } service extend over
„ Chief Executive Officer, Railway Police . . . } the whole length of the railway.

(*C*) *Card Passes.*

Executive Officer, Railway Police, over portion of line within his beat.
All other Officers and employés permanently or temporarily attached to, and actually employed on, a particular railway, and whose duties demand frequent travelling over the railway or portions of it.

The following Officers and employés of the Post Office and Telegraph Departments :—

Local Heads of Postal Circles, over portions of lines within their circles.
Superintendents, Railway Mail Service, over portions of lines within their beats.
Inspectors . . } attached to the Railway Mail Service.
Record clerks . . }
Camp clerks . . }
Superintendents . } within their divisions.
Mail Overseers . }
Village postmen within their beats.
Such Officers and employés of the Telegraph Department whose duties in regard to the Railway Telegraph necessitate constant travelling over the line, or over certain portions of it.

Also, at the discretion of the Manager—

Ministers who constantly minister to the spiritual wants of the servants of the railway.
Contractors or Contractors' Agents employed in the construction or maintenance of the railway.
Refreshment Contractors.

(*D*) *Cheque Passes.*

Assistants Director General of the Post Office, when travelling on *bonâ-fide* Postal service.
Employés of the Railway Mail Service.
Persons other than those abovementioned, whose duties are connected with the railway service, but which do not involve frequent travelling on the railway.

Also to the following, at the discretion of the Manager : —

Officers of English, Foreign, Guaranteed, or other railways and their families.

[NOTE.—Officers travelling in the course of duty, and who are eligible for Travelling Allowance for the performance of that duty, are not entitled to a free pass.]

Wives and children of officers and subordinates employed on the railway.
Ministers when occasionally ministering to the spiritual wants of the servants of the railway.
Refreshment Contractors' Agents, and Managers attached to the railway refreshment rooms.

9. Gold and silver passes entitle the holders to 1st class accommodation.

10. On card and cheque passes the class in which the holders are to travel will be entered, according to the following rules :—

All Officers of the superior establishment . . .	1st Class.
All persons employed in the subordinate establishment drawing salaries of *more* than R100 per mensem .	2nd „
All persons employed in the minor establishment drawing salaries of R100 per mensem and less, intermediate class, or, where intermediate accommodation does not exist, 2nd class for those drawing salaries of not less than R50; otherwise	3rd „

(*at the discretion of the issuer.*)

All officials of the Postal and Telegraph Departments according to the rules prescribed by the Government.

APPENDIX C—*continued.*

(*E*) *Form of Passes.*

11. Gold and silver passes will be of forms approved by the Government of India, and will have the name or official title (as the case may be) of the holder legibly engraved upon them. Each kind will be numbered consecutively.

12. Gold and silver passes will be provided and issued by the Director General of Railways, and must be returned to him on an Officer vacating his appointment, and not handed over to his successor. Complimentary metal passes issued to officers of Guaranteed Railways will be issued through the Manager of the principal State Railway in connection, and must be returned through him on an Officer vacating his appointment. Similarly metal passes for Officers of State Railways will be issued through the Manager of each line, and returned through him on any change of appointment occurring.

13. Card and cheque passes will be written in the prescribed forms. The name and title of the holder must be entered in each pass, as well as the dates on which cheque passes, and within which card passes, are available.

[When in the case of subordinate members of the Railway Establishments, Police Force, Postal and Telegraph Departments, it is found impracticable to enter the names, they may be omitted at the discretion of the Manager. In the case of gangs, the name of the mate and number of men will be sufficient.]

14. Cheque passes will be issued for single journeys only.

15. Card passes should not be issued for a less period than one month, and may be for any length of time at the discretion of the Manager.

16. Card passes will be issued by Managers to employés of the Postal and Telegraph Departments on requisitions from authorised Officers. The issue of these passes will be strictly confined to those employés specified in paragraph 8 (*C*); and they should be made available only over those portions of the railway within the respective circles or beats of the holders. The period for which these passes may be issued is left to the discretion of the Manager, but it should not exceed one year.

In the event of any Officer having to be provided with card passes over several State lines or portions of them, the Director General of Railways or the Local Government administering its Provincial lines will arrange for one pass to hold good over the several portions.

17. Card and cheque passes will also be numbered consecutively.

Use of Passes.

18. Gold and silver passes can only be used by the holders, and are in every case to be considered personal.

[The gold passes held by the Directors General of the Post Office and Telegraphs may also be used by the Deputies Director General.]

19. Subject to the provisions of paragraph 13, card and cheque passes can only be used by the persons whose names are entered on the passes.

20. Card passes can only be used within the dates, and cheque passes on the dates specified therein.

21. Each holder of a gold, silver, or card pass must return it to the issuer on ceasing to hold office, or upon going on furlough or leave necessitating the appointment of a substitute.

22. Each holder of a card pass must return it to the issuer on the day next following that upon which the pass expires. (See Rule 38.)

23. Each holder of a cheque pass must deliver it up at the end of his journey under the pass, whether called upon to do so or not.

24. All passes of every kind are to be examined by ticket collectors as minutely as ordinary tickets, whenever the tickets of other passengers are examined.

25. Ticket collectors are directed to enquire the name of every holder of a gold or silver pass, and enter it, as well as the title engraved on the pass, in their reports.

26. Each holder of a pass who is unable to produce it when travelling, and called upon to do so by a ticket collector, will be required to pay full fare in precisely the same way as an ordinary passenger who is unable to produce his ticket.

APPENDIX C—*continued.*

Free Passes for Servants and Baggage.

27 All first class passes entitle the holders to take two servants, and all second class passes one servant, with them in a third class carriage, free of charge

Inspecting Signallers and Inspecting Telegraph Masters of the Government Telegraph Department whose salaries are ₹100 per mensem or less are, when travelling within the limits of the Railway to which they are attached, entitled to take one servant with them in the lowest carriage free of charge.

28 The holder of any description of pass will be entitled to have his baggage conveyed free to the following extent :—

1st class pass	. . . . .	3 maunds.
2nd ,, ,,	. . . . .	1½ ,,
3rd ,, ,,	. . . . .	20 seers.

29 In case of the first appointment, or of the transfer, of any officer or subordinate employed on the railway, or on the issue of a complimentary free pass under the last paragraph of Rule 8 (*D*), the Manager may, at his discretion, issue a cheque pass for additional servants, or for the carriage of a reasonable amount of baggage or such horses and other domestic animals as are really wanted for use in addition to the amount mentioned in the last rule. The Manager may also depute this power to any officer of the railway, being Head of a Department, subject to the proviso attached to paragraph 6.

30. Railway employés who are obliged to reside at a distance from any centre of supply, may, subject to the discretion of the Manager, have a package conveyed free daily between such centre of supply and the railway station nearest to them. The free conveyance of such a package is subject to the condition of its containing *bonâ fide* supplies for personal use, and not for sale. The size and character of the package and any other necessary regulations will be laid down by the Manager.

Refreshment Contractors may also be allowed free carriage of a box of provisions and ice daily for each refreshment room at the discretion of the Manager.

A card pass may be allowed at the Manager's discretion for a servant of employés and also one amongst the inferior native employés at remote stations for the convenience of obtaining supplies for daily use. This indulgence should, however, be only given in very special cases.

Audit of Passes.

31. A return of the card and cheque passes issued by every Officer will be made to the Audit Office of the railway each month in the prescribed form (G 21)

32. This return will be rigidly scrutinised in the Audit Office, and compared with the collected passes. It is the duty of the auditing officer to bring to the notice of the Manager every case in which it appears to him that passes have been irregularly issued.

The column of this return, in which the reason for the issue of every pass is to be entered, must be invariably filled up.

33. An abstract statement of the numbers of free passes issued, together with a note of any passes to which he may take exception, is to be forwarded monthly by the Auditor to the Manager, and the return will be duly recorded in the minutes of the next official meeting.

34 The issue of any metal pass is to be promptly notified to the Manager of each railway for which such pass is available.

Miscellaneous Rules.

35. The transfer of passes is strictly prohibited.

36 Any pass used irregularly is liable to be stopped.

37. On short lines, where the ticket collectors and examiners can have no difficulty in making themselves acquainted with all the Superior Officers, metal passes are not required, and will not be issued. The Director General of Railways will take the orders of the Government of India in all such cases before issuing passes

APPENDIX C—*continued.*

38. State Railway passes will not, as a rule, be issued for any State line worked by the East Indian or a Guaranteed Railway unless so stated in the articles of agreement. Instead, the rules of such railway will have force on those lines.

39 A copy of these rules will be issued to an Officer at the time he is provided with a metal pass. A receipt for the pass will be taken from the recipient, and will be returned on the return of the pass.

By Order,
W. S. TREVOR, *Col., R.E.*,
Offg. Secretary.

SIMLA,
November 16th, 1881.

APPENDIX D.

(See Section 64, Rule 4.)

MARINE CIRCULAR NO. 2 OF 1884.

GOVERNMENT OF INDIA.

MILITARY (MARINE) DEPARTMENT;

Fort William, the 9th February 1884.

The following scales of table-money payable by the Indian Government for the entertainment of its officers and their families on board Her Majesty's Ships-of-War employed in the Indian Seas as well as on board Indian Government Vessels are published for information.

2. Civil and Military Officers are liable to deduction for messing under existing rules.

I.—Her Majesty's Ships-of-War.

Class.	Passengers.	ALLOWANCE PER DIEM. For Males.	For Females.	For Children of both Sexes. Between 16 and 7 years.	Under 7 years.
	Captain's Table.	£ s. d.	s. d.	s. d.	s. d.
I	Viceroy and Governor-General of India.	6 0 0 for the first 7 days 1 5 0 afterwards .	16 8	8 4	6 3
	Each individual composing the suite.	1 5 0 for every day .			
II	Governors and Commanders-in-Chief.	4 0 0 for the first 7 days 1 1 0 afterwards .			
	Each member of their suite .	1 1 0 for every day .	14 0	7 0	5 3
III	Lieutenant-Governors, Bishops, and Chief Commissioners	3 0 0 for the first 7 days 1 1 0 afterwards .			

APPENDIX D—*continued.*

Class.	Passengers.	ALLOWANCE PER DIEM. For Males.	For Females.	For Children of both Sexes. Between 16 and 7 years.	For Children of both Sexes. Under 7 years.
		£ s. d.	s. d.	s. d.	s. d.
	Each member of their suite .	1 1 0 for every day .			
	Members of Council, Commissioners, Political Residents, and Secretaries to Government of India, Madras, or Bombay.	3 0 0 for the first 7 days 1 1 0 afterwards .	14 0	7 0	5 3
IV	General Officers, Deputy and Assistant Secretaries to Government of India, Madras or Bombay, and Political Agents.	1 1 0 for the first 14 days 0 15 0 afterwards .			
V	Field Officers on the Staff, Colonels, Lieutenant-Colonels, and Officers of the Civil Departments of the Army of the rank of General Officer, and also Civil Officers of equal rank in India	0 15 0 for every day .	10 0	5 0	3 9
VI	Majors not on the Staff, and Officers junior in rank to Field Officers when not able to be received at the ward room mess.	0 12 0 for the first 14 days	8 0	4 0	3 0
		0 9 0 afterwards	6 0	3 0	2 3
	Ward-room mess.				
VII	Majors not on the Staff; Military Officers junior in rank to Field Officers, and Officers of the Civil Departments of the Army under the rank of General Officer, and also Civil Officers of equal rank in India . .	0 7 6 for every day .	5 0	3 4	2 6
	Gun-room mess.				
VIII	Military Officers... . .	0 5 0 for every day .	...	...	...
	Other individuals on board .	0 9 0 for the first 14 days	6 0	3 0	2 3
		0 6 0 afterwards .	4 0	2 0	1 6
	Servants.				
	Female servants . .	. . . . .	2 0	...	...

(*a*) As wine and beer no longer form part of the messing provided for Officers on passage in Her Majesty's vessels, except in the case of those entertained at the Captain's table, Officers entertained at the ward-room or gun-room messes will make their own arrangements with the Mess Committees for such wines as they may require.

(*b*) When clerks are embarked, the Officer applying for the passage will settle, in communication with the Officer commanding the vessel, what mess they should join, and the messing rates to be paid for them. If their position entitles them to do so, Clerks may join either the ward-room or gun-room mess, when the allowance admissible for "Civil Officers" or "other individuals in Classes VII and VIII" will be paid.

APPENDIX D—*continued.*

3. When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate a day will, in general, only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the Captain or Officer in command of the vessel may represent the circumstance in the first instance to the official entertained for consideration; and if subsequently necessary, to the Admiralty.

4. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of £1-5 or £1-1 a day per head, as the case may be.

5. When persons ordered passages shall prefer to join an inferior mess to that to which they are entitled to join by their rank, they will be permitted to do so. If a person entitled to be entertained at one table should, by personal invitation or favour, be received at a superior table, no additional allowance will be required for his entertainment; if the change be to an inferior table, such charge only will be made as would be payable for a person of the proper rank for entertainment at such inferior table.

6. The Captain's table includes the table of a Flag Officer or a Commodore, should there be one on board, and also the table of a Commander in the actual command of a ship. The Ward-room is to be understood as including also the table of a Lieutenant or of a Navigating Officer in actual command.

7. When a person entitled to mess at a Captain's table (Classes I to VI) is entertained by a Lieutenant or Navigating Officer in command, such person is to be paid for as if entertained at a Captain's table.

8. The sums specified in the scale include provision for a reasonable number of servants, and for extra expenses of every kind, except bedding and such fittings as a dockyard may be ordered to furnish.

9. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

10. Should a passenger, for whom provision is made under competent authority, not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

11. When any official is ordered a passage, the Accountant Officer of the vessel will, under the orders of the Captain or Officer commanding, inform such passenger of the rate authorised for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate by the Indian Government Treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

12. Should the passenger not be satisfied with the statement of the Accountant Officer as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter Officer agreeing with the passenger, the rate specified by the Accountant Officer should be paid, and the circumstance reported to the Government of India in the Marine Department.

13. When payments are made in Indian currency, they should be at the rate of exchange annually fixed by the Secretary of State for the adjustment of transactions between the Home and Indian Governments.

APPENDIX D—*continued.*

II.—Indian Government Vessels.

Class.	Passengers.	ALLOWANCE PER DIEM. For Males.	For Females.	For Children of both Sexes. Between 16 and 7 years.	Under 7 years.
	Captain's Table.	₹ a. p.	₹ a. p.	₹ a. p.	₹ a. p.
I	Viceroy and Governor-General of India.	68 0 0 for the first 7 days . .	9 0 0	5 0 0	4 0 0
		14 0 0 afterwards .			
	Each individual composing the suite.	14 0 0 for every day.			
II	Governors and Commanders-in-Chief.	45 0 0 for the first 7 days . .			
		12 0 0 afterwards .			
	Each member of their suite	12 0 0 for every day.			
III	Lieutenant-Governors, Bishops, and Chief Commissioners.	34 0 0 for the first 7 days . .			
		12 0 0 afterwards .			
	Each member of their suite	12 0 0 for every day.	8 0 0	4 0 0	3 0 0
	Members of Council, General Officers, Political Residents, and Secretaries to Government of India, Madras, or Bombay.	34 0 0 for the first 7 days . .			
		12 0 0 afterwards .			
IV	Political Agents .	12 0 0 for the first 14 days . .			
		8 0 0 afterwards .			

[The rates are intended to cover all charges for messing, including wines, &c.
The above rates will be allowed for Officers under Class IV only when embarking under special circumstances: when travelling as ordinary passengers, the rates laid down in Table III will be allowed.]

14. When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate a day will, in general, only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the Officer in command of the vessel may represent the circumstance to the official entertained for consideration; and, if subsequently necessary, to the Government of India in the Marine Department.

15. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of ₹14 or ₹12 a day per head, as the case may be.

16. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

APPENDIX D—*continued.*

17 Should a passenger for whom provision is made under competent authority not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance to cover the expenses incurred in making the necessary preparations No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure

18. When any official is ordered a passage, the Officer commanding the vessel will inform such passenger of the rate authorised for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate by the Indian Government Treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

19 Should the passenger not be satisfied with the statement of the commander of the vessel as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter Officer agreeing with the passenger, the rate specified by the commander of the vessel should be paid, and the circumstance reported to the Government of India in the Marine Department.

III.—First, second, and third class passengers, their families and servants, in hired transport and when travelling as ordinary passengers in Indian Government vessels.

First class—Covenanted Civil Servants (including Native Civil Servants and probationers for the Native Civil Service), Military Commissioned Officers, Warrant Officers of the First Class, including Senior Apothecaries, Chaplains, Officers mentioned in Schedule A of the Civil Travelling Allowance Code, and any other Officer who holds an appointment the pay or maximum pay of which exceeds ₹500.

Second class.—Warrant Officers of the Second Class, Non-Commissioned Officers, Assistant Surgeons, Probationary and Assistant Superintendents of the Post Office, Sub-Deputy Collectors in Bengal and Assam, and any other Officer in Superior Service not included in the first class.

Third class.—All Officers in Inferior Service, including menial servants of the State.

First Class.	₹	a.	p.	
Officers, Civil or Military	4	0	0	per diem.
Lady or female child of 16 years and upwards	3	0	0	,,
Children of 2 and under 16 years of age	2	0	0	,,
Children under 2 years of age	Free.			

The above rates are exclusive of the charges for liquors, &c.

Second Class.	₹	a.	p.	
Passengers messed at the warrant officers' or second class table	3	0	0	per diem.
Passengers messed at the commander's table when only one mess is maintained in the vessel	4	0	0	,,
Wife or female child of 16 years of age and upwards at any mess	2	0	0	
Children of 2 and under 16 years of age	1	8	0	
Children under 2 years of age	Free			

Third Class.	₹	a.	p.	
Inferior and menial servants of Government	0	4	0	per diem.

Servants of First and Second Class Passengers.

	₹	a.	p.	
Servant, European, male or female	2	0	0	per diem.
Servant, Native, male or female	0	3	0	,,

The second class rates include an imperial pint of good ale or beer.

Marine General Orders Nos 71 of 1878 and 34 and 35 of 1880, and Marine Circular No. 8 of 1883, are cancelled.

O. R. NEWMARCH, *Lieut.-Col.,*
Offg. Secy to the Govt. of India.

CIVIL TRAVELLING ALLOWANCE CODE.

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